



KELL GRADE SCHOOL

2020-2021

STUDENT HANDBOOK

The provisions of this handbook are not to be considered as an irrevocable contractual commitment between the School and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. All students/parents will receive a copy of the student handbook within 15 days of the beginning of school or after the admission of a transfer student.

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CERTIFIED FACULTY

Mrs. Laura Phillips – Kindergarten

Mrs. Cassie Hill- First Grade

Mrs. Melanie Tate – Second Grade

Mrs. Jennifer Hackney– Third Grade

Mrs. Dawna Meador – Fourth Grade

Ms. Alexandria Green- Jr. High Language Arts

Mrs. Michelle Murphy – Jr. High Reading, Health, Math

Ms. Sarah Beth Ferrell – Jr. High Math, Principal

Mrs. Hollie Arnold– Jr. High Science, Health, PE

Mr. Andrew Acobo – Learning Resource

Ms. Lisa Sligar – Learning Resource

Mrs. Karen Collier – Music

Mr. John Consolino– Superintendent

SUPPORT STAFF

Ms. Mariah Green– Secretary/Bookkeeper

Ms. Lisa Sligar – Library Manager

Ms. Lisa Hocking – Head Cook

Ms. Debbie Bullard – Cook

Mrs. Joyce Sherwin- Cook

Mrs. Vickie McLain – Custodian

Mr. Jerod Kelly- Maintenance

Mr. Larry Ferrell – Bus Driver

Mr. Keith Knight– Bus Driver

Mrs. Julie Benjamin- Individual Aide

Mrs. Andrea Hays- Classroom Aide

Mr. Nick Harmon- Individual Aide

KELL CONSOLIDATED SCHOOL DISTRICT #2

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

Kell Consolidated School District #2 strives to provide each student with the opportunity to acquire the very best education according to his or her needs and abilities.

The development of ideals and the ability to think clearly, logically, and independently are essential to life in a democratic society. The school district strives to use all possible resources, especially those of the community, to meet these goals.

Each child is expected to develop self-discipline based on respect for others. The school assists in this development by reinforcing and rewarding independent, responsible behavior. The school district also assists in this development by providing the necessary guidance and direction to aid individual students, as they become responsible citizens in a democratic society.

MISSION STATEMENT

Based upon the belief that all students can learn and with the understanding that students' learning capabilities may vary, it is the mission of the school to provide learning environments that allow students the opportunities to maximize their learning capabilities.

NON-DISCRIMINATION STATEMENT

Kell Consolidated School District #2/Kell Grade School provides all school district resident students with educational opportunities on a non-discrimination basis without regard to a student's race, color, national origin, sex, or disability status. Any questions, comments, or complaints should be directed to the Superintendent of Schools, Kell District #2, Kell, Illinois 62853.

SCHOOL HOURS

School hours begin at 8:30 a.m. and end at 3:05 p.m. during the school year. **Students should not arrive at school prior to the teacher's beginning duty at 8:15 a.m. since NO SUPERVISION is available until then.** Please check the master calendar in this booklet and the monthly calendars sent home for updates and other dates and schedule changes that might be necessary.

If you need to speak with your child's teacher, please call between 8:00 - 8:15 a.m. or 3:05 -3:30 p.m. If you need to pick up your child early for any reason during the school day you **MUST REPORT TO THE SCHOOL OFFICE.** Your child (children) will be called to the office at that time for you to pick them up. You should then sign them out while in the office.

FREE AND APPROPRIATE PUBLIC EDUCATION

A free and appropriate public education for children with disabilities includes special education and related services which are provided at public expense under public supervision and direction and without charge, meet the standards of the State Board of Education and the federal rules and regulations. This includes preschool, elementary, or secondary school education and are provided in conformity with the individualized education program as required by state and federal law.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

VISITORS

All visitors must abide by the Kell Grade School policies and procedures.

Parents and visitors are welcome during school hours. They must report immediately to the office and sign the visitor's log and receive a Visitor's Badge. Visitors found without a badge will be asked to report to the office or leave the building. Parents MUST report to the office prior to meeting with a teacher both during the school day and after school. This applies to scheduled AND impromptu meetings. If a parent picks up their child early, they must report to the office and wait for their child to meet them in the office. When room mothers or parent/guardian may be assisting within the classroom or on field trips, younger siblings may not attend due to the disruption of the instructional process. Former students may visit the school, but must first sign in at the office. Upon graduating from Kell Grade School, graduates may not attend the non-attendance days for 8th graders due to the disruption of the instructional process. Non-students who are on campus without approval of the superintendent are subject to arrest.

Doors to the building will remain locked from 8:30am until 3:30pm. Parents and/or Guardians are asked to wait outside at the time of dismissal to ensure the overall safety of our students is upheld.

Visitors at extra-curricular activities may be expelled for one school year for improper conduct.

Visitors that are in need of any accommodations due to disabilities need to inform the office and the school will accommodate as necessary.

To gain entrance to the building, visitors need to report to the main entrance and wait to be granted access. Please press the button on the outside buzzer to access the office.

ENTRANCE AGE

To enroll in Kindergarten or 1st grade at any time during a school year, a child must be five or six respectively, on or before September 1st. Kindergarten and first grade children enrolled for the first time must present a certified birth certificate. During the same school year, a child transferring from another school district may enroll in Kindergarten or the first grade without meeting the entrance age requirement. Parent/guardian(s) may request early admission of a child's entrance. The superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly. The board may deviate from the entrance age requirement when in the opinion of the Board exceptional circumstances prevail.

PRE-SCHOOL SCREENING

Pre-School screening is offered to district preschoolers. Pre-school screening is conducted in the spring of the year for the following fall enrollment. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscles. If you know of a child that would be eligible for this program, please advise their parents.

KINDERGARTEN REGISTRATION

All students who will be five years old on or before September 1st, are eligible to pre-register for Kindergarten. Pre-registration will be held at the school in the spring. Please watch for newspaper and radio advertisements. If you know of a child that would be eligible for this program, please advise their parents.

SPEECH/LANGUAGE SCREENING

Speech and language screening will be conducted for all children who are in Kindergarten and first grade; who are new in the district; or who have had a known speech and language disorder in the past. The speech/language pathologist will inform parents of the results of this screening. If the screening indicated that more testing would be helpful to further assess the child's speech and language skills, parents will be asked to give consent in writing. Should speech and language services be recommended following testing, a conference will be arranged to discuss this with parents. Speech and language services are part of the special education program in the district.

ENROLLMENT PROCEDURE

Any student who attends Kell Grade School must be a resident of Kell Consolidated School District #2, that is, that child and his/her parents must live within the school district boundaries. Any student who resides outside the Kell School District boundaries is not allowed to attend Kell Grade School. When enrolling a child, a parent may be asked to present **proof of residency** within the Kell Grade School District. A paid real estate tax bill, a paid utility bill, a

rent receipt and/or other documentation which shows the parent(s) name and 911 emergency address (Rural Route or P.O. Box address not acceptable) may be acceptable as proof of residency. In addition, the parent may be required to present a notarized document stating that they are residents of Kell School District #2. Parents must be present for a child to enroll in Kell Grade School. Parents are encouraged to register their child/children prior to the start of the school year. Early registration to enroll for the upcoming school year will be during the first week of August before the start of school.

Students who enter after the first day of school shall be registered in the office. An **OFFICIAL BIRTH CERTIFICATE** obtained from the county clerk's office in the county where your child was born shall be required for registration and must be presented before the registration is considered final. The official birth certificate shall be provided within ten(10) days of application for enrollment. If the official birth certificate is not produced within ten(10) days your child will be excluded from school.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Parent(s) and guardian(s) of students shall present proof of health examination by a licensed physician and of having received immunizations against screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the sixth grade and
3. whenever a student first enrolls in school within the District, regardless of the students' grade.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.

All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. Please see school board policy for further details.

Dental Examination Forms

Parent(s) and guardian(s) of students shall present completed dental examination form from a licensed dentist upon entering kindergarten, second, and sixth grades.

Vision Examination

Parent(s) and guardian(s) of students shall present completed vision examination forms from a licensed optometrist upon entering kindergarten.

REGISTRATION FEES AND EDUCATIONAL FEE WAIVER

Registration fees for the district have been set at \$40.00 with a checked Illinois Textbook enrollment card. There will be an activity fee of \$10.00 per activity per student for those students in grades 5-8 participating in extra-curricular activities. The Kell Board of Education makes every effort to keep fees as low as possible to keep costs down; therefore, **100% COLLECTION IS VERY IMPORTANT.** Any missing books (text or library) or any unpaid fees may result in the withholding of report card(s) and/or diploma.

Please note*All educational fees may be WAIVED** for those students/families who qualify for Free or Reduced lunches, or because of other circumstances as deemed acceptable by the Superintendent of Schools. Forms for Free and Reduced lunches are made available at the beginning of the school year. Please contact the office if you have any questions regarding the

form or if your circumstances change. If your circumstances change, new forms must be filled out to insure eligibility. Please contact the superintendent if you have any questions regarding eligibility, reimbursement or regulation policies.

During registration you will be asked to fill out a student information form. It will ask for your **CHILD'S SOCIAL SECURITY NUMBER**, student's legal guardian, father's and mother's employment and phone number, special health needs, and the name and phone number of at least two (2) adults who will assume responsibility if parent/guardian can't be reached, and other information deemed pertinent. **THE SCHOOL MUST HAVE AT LEAST TWO (2) VALID EMERGENCY phone number CONTACTS ON THE STUDENT INFORMATION FORM.**

TUITION

Students who do not live in Kell Grade School district but wish to attend school here must have approval from the Board of Education before they may attend school in the district. Tuition will be charged to students in this situation. The tuition is based on the per capita tuition charge and operating expense per pupil from the current school audit report.

Students who attend Kell Grade School at the beginning of the school year but move during the year may complete the current school year without paying the tuition fee.

HOMELESS

The Board of Education has designated Ms. Sarah Beth Ferrell and Ms. Mariah Green as homeless liaisons. The liaisons have provided their contact information for all district staff members.

APPROPRIATE COMMUNICATION AND BEHAVIOR

Under no circumstance will verbal abuse, cursing, or threatening behavior toward school personnel either on the telephone or in person be tolerated. The police will be called and disorderly conduct charges will be filed as per Article 26 of the Illinois state law. The school board retains the right and authority to ban offenders from school property.

ATTENDANCE

The Illinois School Code mandates that all children between the ages of seven and sixteen attend school "in the district wherein these children reside." Absence from school is one of the most common causes for failure. A child is not expected to be present when he or she is ill, and actually attending while ill could cause spread of illness throughout the school which is an undesirable scenario. Parents, with the aid of the school, are responsible for insuring regular, punctual attendance. Poor attendance and truancy will be reported to parents. Any student who must leave school for a good cause, medical or dental appointment, etc., must bring a note to the office that explains the reason. Parent(s)/guardian(s) of a student is required to sign in or sign out a student at the office.

PLEASE PLAN VACATIONS TO COINCIDE WITH THE SCHOOL CALENDAR. A day of school missed can never fully be made up.

If your child is absent from school because of illness or other reason, you must phone the school on the day of each absence by 9 a.m. Messages may be left on the school's voicemail or answering machine if available. Failure to call the school prior to 9:30 a.m. on the date of the student absence may cause the school to contact the parent at home, work or other designated place.

Absences may be **excused** only for the following reasons:

1. Illness of the student. A student may be required to bring a doctor's excuse in cases of repeated or prolonged illness;
2. Quarantine of the student;
3. A doctor or dental appointment, provided the parent or student is unable to schedule such appointment at a time other than during school hours;
4. A death in the student's family;
5. The observance of religious holidays;
6. Family emergencies and situations beyond the control of the student, as determined by the administration and/or School Board ("Personal Business or Family Business" is NOT a sufficient reason to receive an excused absence. Some detail must be provided to the superintendent in order to make a proper decision or an unexcused absence must be assigned.);
7. Written requests approved in advance by the administration;
8. Such other circumstances which cause reasonable concern to the parents for the safety or health of the student;
9. Any other reason deemed sufficient by the Superintendent.

(All other absences shall be considered unexcused i.e., suspensions, truancy such as oversleeping, hunting trips, shopping trips, hair appointments, baby-sitting, etc.).

Students shall be permitted no more than six (6) excused absences per semester based upon parental confirmation solely. After the student has been excused 6 times in one or more of his/her classes during a semester, additional excused absences may only be verified by a doctor/dentist note; a court summons or court order; a funeral notice/obituary or a letter from a member of the clergy for a religious holiday. (A semester constitutes 2 quarters). An unverified absence will therefore be deemed unexcused and subject to such policy.

MAKE UP WORK

Excused Absences. Make-up work for such absences is the responsibility of the student. The student is allowed one day after his or her return to school for each day absent in which to complete and turn in missed assignments and projects and to take any missed quizzes or tests. Students will be given a zero (0) grade for all such make-up work that is not completed on time. Current class work shall be completed within specified time frame.

Unexcused Absences. Make-up work for such absence is the responsibility of the student. The student is allowed one day after his or her return to school for each day absent in which to complete and turn in missed assignments and projects and to take any missed quizzes or tests. A student will receive credit for only eighty percent (80%) of the grade he or she earns for such made-up work completed after an unexcused absence. Current class work shall be completed within specified time frame.

ABSENTEEISM AND TRUANCY

The Illinois Revised Statutes require "...that parents (guardians) shall cause their child to be present at school daily for as long as the child is enrolled." Regular attendance is essential to a student's success in school. Many subjects are taught in sequence, requiring an understanding of each concept in the order of its presentation. Persistent absenteeism and tardiness creates a genuine barrier to learning and is a serious problem that interferes with a student's ability to succeed and leads to the establishment of poor attendance habits that carry on into adult life.

Parents are encouraged to fulfill their legal obligation by ensuring that their child is in school daily and reports on time. Students that have frequent or unexcused absences may be

referred for intervention through the Truancy Alternative Program, and in severe cases, to the Regional Superintendent of Schools. Failure to comply with attendance laws may result in fines or imprisonment.

TRUANT -- A child subject to compulsory school attendance and who is absent or tardy without a valid cause for such attendance for a school day or portion thereof.

CHRONIC OR HABITUAL TRUANT -- A child who is subject to compulsory school attendance and who is absent or tardy without valid cause for such attendance for five percent or more of the previous 180 regular attendance days.

TRUANT MINOR -- A minor child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a "chronic or habitual" truant student. If it is determined that the student is a "chronic or habitual" truant, the appropriate supportive services and available resources which must be provided to the chronic truant may include, but are not limited to:

- | | |
|-------------------------------------|--------------------------------------------------------------------------------------|
| A. Letter Sent to Parents/Guardians | G. Referral to another Agency |
| B. Telephone Contact | H. Testing |
| C. In-School Tutoring | I. Remediation program/extra help |
| D. Conference | K. Other action deemed appropriate by
administration and/or Board of
Education |
| E. Counseling | |
| F. Home Visit | |

If these measures prove ineffective and the behavior persists, the superintendent or his designee may call upon appropriate resources of outside agencies such as the Truant Officer or local law enforcement agencies. The school board, superintendent, and the teachers shall assist and furnish such information as they have to aid Truant Officers in the performance of their duties.

DROP OFF/PICKUP PROCEDURES

If your child is being transported to or from school, parents must discharge and pick up students in the **SOUTH** parking lot. Students will report to the supervising staff and will be assisted to the cars under their direction. For safety, the west (blacktop) parking lot is closed to traffic when buses are loading and unloading, usually between 8 and 8:30 am and 2:15 and 3:15 pm each day. Again, for the safety of all students, please do not use the bus loading/unloading zone for dropping off or picking up your child (children) while buses are present and children are loading and unloading.

SIGN IN/SIGN OUT PROCEDURES

Due to the Illinois School Code, we are responsible to account for all students. Parents are **REQUIRED** to **sign the student in** if brought to school after 8:30 a.m. AND Parents are **REQUIRED** to **sign the student out** if departing before 3:05 p.m. or regular dismissal time. When picking up a student at any time other than dismissal, the **parent/guardian must sign the student out** from the school office. The staff will be responsible for getting the student to the office for departure. Please do not go directly to the classroom as this disrupts the learning process and is a breach of school rules. **During the day, no student is permitted to leave the school unless the parents give proper authorization. Under NO circumstances will any**

student be allowed to leave with an UNAUTHORIZED person. In cases of emergency, accident, or illness, parents will be notified to come to school to transport the child home. Persons other than a parent or guardian must present identification prior to picking up the student.

ASSERTIVE DISCIPLINE

The school district has adopted the disciplinary program, *ASSERTIVE DISCIPLINE*, developed by Lee and Marlene Canter. It is nationally used for student management. Assertive discipline proposes the TEACHER'S RIGHTS:

1. The right to establish a classroom structure and routine that provides the optimal learning environment. Disruptions will not be tolerated.
2. The right to determine and request appropriate behavior from the students which meet all needs and encourages the positive social and educational development of each child.
3. The right to ask for help from parents, the superintendent, etc. when assistance is needed with a student.

The ASSERTIVE DISCIPLINE PROGRAM believes the CHILD HAS THE RIGHT TO:

1. Have a teacher who is in a position to and will help the child limit their inappropriate behavior.
2. Have a teacher who is in the position to and will provide the child with positive support for their appropriate behavior, and
3. Choose how to behave and know the consequences that will follow.

THE ASSERTIVE DISCIPLINE PLAN

The teacher must submit an ASSERTIVE DISCIPLINE PLAN to the superintendent for prior approval. These plans include a list of classroom rules and subsequent positive and negative consequences. These rules are given out at the beginning of the school year for parents and students to discuss together. A severe behavior clause is also included in the plan.

POSITIVE CONSEQUENCES

An integral component to any discipline plan, and specifically Assertive Discipline, is the use of POSITIVE CONSEQUENCES. Positive consequences are used to reward students for CHOOSING to do the right things. Positive consequences are established for each classroom level.

NEGATIVE CONSEQUENCES

Negative consequences are the result of a student CHOOSING NOT to follow classroom or building rules. In this event, a teacher would follow the hierarchy of the posted rules and negative consequences.

THE SEVERE BEHAVIOR CLAUSE

The severe behavior clause comes into effect when a student's behavior is severe or repetitive, such as biting another student, profanity, etc. The consequences will be determined by the superintendent and may include immediate suspension.

1. **DETENTION** - Required presence of a student in the detention hall during lunch noon recess, after school, as assigned by teachers and administration. Students are expected to serve their detention as assigned. Talking is not permitted. Students are expected to bring assignments and materials for study for the entire period of detention.
2. **SOCIAL ADJUSTMENT** - Students who have exhibited gross misconduct may be placed on Social Adjustment. They will not be allowed to attend any extra-curricular activities, recess, or field trips and will be assigned noon or other detention(s).
3. **SUSPENSION** - The temporary removal of a student from school for disciplinary reasons not to exceed ten (10) days for each occurrence. Suspended students are not permitted to

attend school or school activities and are not allowed on school grounds. Students will be issued unexcused absences for the days missed.

4. EXPULSION - The permanent removal of a student from classes and school property for a time as determined by the Board of Education.

PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Any disturbance, disruption, or interference of any class, any school function or activity, or interfering with the educational process.
2. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct and/or showing disrespect, threat, intimidation, or violence toward any school personnel will result in either an in-school suspension or an out of school suspension.
3. Using, possessing, controlling, or transferring a weapon as defined in and in violation of the "weapons" section of the IASB policy.
4. Fighting, bullying, and/or using violence, force, noise, coercion, threats, intimidation, fear, or any other conduct toward anyone or urging students to engage in such conduct.
5. Using, possessing, distributing, purchasing, or selling tobacco materials and/or cigarette lighters, matches, or any other fire producing device.
6. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
7. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence of drugs are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
8. Using or possessing electronic signaling devices and cellular radio-telecommunication devices, cell telephones, beepers, pagers, and all similar electronic paging devices, etc., unless authorized and approved by the Superintendent.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Unexcused absenteeism: State law and Board policy on truancy control will be used with chronic and habitual truants.
11. Being a member of, joining, promising to join, becoming pledged to become a member of, or soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, secret society, or gang. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia is strictly forbidden.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
13. No chewing gum allowed at school.
14. Violation of the student dress code.
15. Using or causing others to use any obscene, vulgar, or any other objectionable language toward any other person.
16. Drawing, possessing, or distributing any pornographic material, i.e., pictures, drawings, printed material, etc.
17. Not showing up for a noon time or after school study hall or detention.

18. Leaving school grounds without permission.
19. Being tardy to class, assigned area, study hall, or detention.
20. Failure to turn in Kell School registration information.
21. NO Hands should be on ANY student for ANY reason. Examples are, but not limited to: high fives, hugging, kissing, hand holding, fist bumping, sitting on each other's laps, inappropriate touching of another person.
22. Forgery – To falsely write the name of another person on school forms, assignments or notes, or to falsify records, dates, addresses, times or data.
23. Fidget spinners are allowed during free time periods at school such as recess, but will be confiscated if being used during class time unless approved for use.

THIS LIST CAN NOT POSSIBLY BE ALL-INCLUSIVE. SHOULD A PROBLEM ARISE THAT IS NOT SPECIFICALLY COVERED, THE SUPERINTENDENT OR DESIGNEE SHALL HAVE SOLE RESPONSIBILITY FOR DEALING WITH ANY SITUATION THAT IS NOT COVERED BY THIS HANDBOOK, INCLUDING THE AWARDED OF POINTS.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary measures may include:

1. Personal counseling
2. Withholding of privileges
3. Notification of parent(s)/guardian(s)
4. Removal from classroom.
5. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds or attending any school activities on or off school property.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds or attending any school activities on or off school property.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alike, alcohol, or weapons.
8. Seizure of contraband.
9. Isolation(required to complete work apart from other students).
10. Other measures deemed appropriate by administration and/or Board of Education.

Students may be referred to counseling two times before parental permission is necessary. If the counselor feels that further counseling is necessary, the parent/guardian will be contacted.

5th through 8th Grade Homework/Discipline Policy

The Junior High teachers will follow the Prohibited Student Conduct (see pages 12-13 in this handbook) for all discipline issues. The first day of school the Junior High teachers will be sending home the updated Junior High Policy for the 2020-2021 school year.

All students are expected to serve detentions as assigned and when assigned by teacher. If a student cannot attend detention, etc., it is necessary that arrangements be made with the homeroom teacher. Any detention not attended will be subject to additional discipline by the principal as given under the disciplinary measures described above. If the student does not serve the assigned discipline the following steps will be taken: 1. Give choice of accepting assigned discipline. 2. Assign next level of discipline 3. The parent comes and sits with their child. 4. If the parent is unable to serve the assigned discipline with their child, an out of school suspension may be assigned. Students and/or parents may appeal assigned discipline to the Principal/Superintendent on a case-by-case basis. Parents are encouraged to be in contact with a student's teachers in an effort to promote positive outcomes of this policy.

FIELD TRIPS

Field trips are a reward and a privilege. The students of Kell School need to remember that they are representing Kell School when they attend a field trip. PLEASE REMEMBER TO DRESS APPROPRIATELY AND ACT RESPONSIBLY.

Kindergarten through 4th Field Trip Policy

Students in kindergarten, first, second, third, and fourth grades may be rewarded with a field trip at the end of the year. *Students may not attend the field trip if they accumulate 40 or more infractions per the specific discipline system their grade/class is using (stick moves, card moves, points, etc.)* *****Infractions from the first day of school through 1st Quarter midterm WILL NOT be counted towards the 40 infraction threshold for field trip disqualification for kindergarten and first grade. All infractions received will be counted toward the 40 infraction threshold for second, third, and fourth grades beginning on the first day of school.**

5th through 8th Grade Field Trip Policy

In order for your child to be included in field trips, your child should NOT receive more than 30 discipline points in any one quarter, or 85 cumulative discipline points by the time of the field trip. If a student receives an in-school suspension they WILL NOT be allowed to attend the end of the year field trip.

SCHOOL DRESS

Students are expected to dress in a manner that will not disrupt the learning process, constitute a health or safety hazard, or violate civil law. It is expected and required that all students dress in a manner that is deemed appropriate and tasteful by district administration.

Shorts are allowed as long as weather permits and will not be exempt from required outdoor activities because of wearing shorts. Shorts should come to at least the tip of the pinky finger when arms are extended by the side.

Bicycle shorts, spandex, tights, leggings, yoga pants etc., should not to be worn unless they are worn with a shirt/top of an appropriate length or worn under another article of clothing. Tight fitting garments deemed inappropriate for the learning environment at the discretion of the teachers and administration may result in a change of attire.

Jackets and hoodies with hoods up are not allowed in class or the gym. Coats are to be left in the students' lockers unless needed for recess or P.E. Halter tops, tops with spaghetti

straps, tube tops, "mesh" tops, or other apparel that show bare midriff, are "see through", or have large sleeveless openings are not permissible. Shirts that have large arm openings are inappropriate, and all shirts should have at a minimum a sleeve seam. Completely sleeveless shirts are not permitted. Tops that have plunging necklines are also inappropriate. Clothing that advertises tobacco, alcohol products, refers to drugs, or supports violence or hatred is not permitted. Clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context are not permitted.

Students should NOT wear bandanas, wigs, or caps/hats in the building at any time, unless prior approval is granted by administration. Pajamas, and/or pajama pants are not appropriate for normal school activity. Such clothing is only appropriate on specific theme day or when designated by the school.

Students are to wear shoes at school. Shoes that are backless or considered "clogs" are inappropriate for recess and may also not be allowed in some classroom activities. If needed, students will be required to change into "PE" shoes.

The school will make final judgments of what is considered questionable. If a student is determined to be wearing clothing of unacceptable nature, the student will be asked to call home and arrange for a parent to bring alternate clothing. If a parent or alternative clothing is unavailable, the student will be provided alternative clothing to wear while in school. When a student's appearance disrupts the educational process, he/she may be subject to disciplinary measures that may include suspension from school.

Face Coverings: As directed by the Illinois State Board of Education and the Illinois Department of Health and as indicated in the Transition Joint Guidance Document for the 2020 – 2021 School Year, all individuals in school buildings that serve students in PreK – 12th grade, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings, even when social distancing is maintained. Face coverings must cover both the nose and mouth. Face shields may be worn by students in lieu of masks. Face coverings do not need to be worn outside if social distance of at least 6 feet is maintained. If a child is unable to wear a face covering due to medical conditions, a physician's note will be required to be on file in the office. Students refusing to wear face coverings will be considered in violation of district policy and will be subject to disciplinary action.

PERSONAL PROPERTY, BACKPACKS, AND PURSES

The school is not responsible for any personal property brought by students. All lost and found items will be kept for thirty (30) days only. Toys are **NOT** to be brought to school unless the teacher has given the student permission in advance such as for "Show and Tell" or for a visual aid in a class presentation. Faculty members may confiscate inappropriate items. Cell phones are to remain in the students' lockers. If a student is caught with a cell phone, they will be subject to the classroom discipline policy. Multiple offenses of cell phone use at school will result in confiscation of the phone and require parent(s) to pick up.

BOOK BAG/BACKPACK/COAT/HANDBAG (PURSE) POLICY

Students are to place all book bags, backpacks, duffle bags, coats, and/or handbags (purses) in their hallway lockers at the beginning of the school day. They are not to have these items in the classroom.

PROPERTY DAMAGE/VANDALISM

Any student responsible for vandalism to school property or to the property of others will be responsible for paying for the damage. **Vandalism is a crime and may be reported to proper authorities.** The superintendent will discipline the student.

TEXTBOOK AND EQUIPMENT

Every student is responsible for the proper use and care of school equipment and books. If books or equipment are lost, damaged, or defaced, a charge will be assessed to the student. PLEASE NOTE our school has purchased many new textbooks. The PTO has purchased some new school lockers for student use. Strict enforcement will be followed.

Any missing books (text or library) or any unpaid fees may result in the withholding of report card(s) and/or diploma.

SCHOOL LOCKERS

Lockers are school property and may be searched by school officials with or without the student's permission. Any other person wishing to search a student locker must have a legal search warrant and obtain permission from the superintendent. Locker inspections may be held periodically.

Nothing will be allowed on top of lockers. (Each child is given a desk, locker and access to a coat rack). In the past, items stored on top of lockers have fallen off, have been lost, and/or have been stolen. No exceptions to this locker rule can be allowed unless authorized by the superintendent.

STUDENT TELEPHONE POLICY

Students will be allowed to use the office phone to call parents only by permission of a teacher or staff member as deemed necessary.

SEXUAL ABUSE

Parents will be notified at least 5 days prior to any classroom instruction regarding the recognition and avoidance of sexual abuse. Parents who object to this type of instruction must submit their objection in writing and this objection will be put in the student's file as a record of the objection.

SEXUAL HARASSMENT (OR ANY TYPE OF HARASSMENT)

The Kell Board of Education has established policy to maintain a school environment free of sexual harassment or any type of harassment of employees and students. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Kell School District will not tolerate behavior that is offensive or sexist in accordance with School Board Policy. Any student who is offended by the behavior on the part of any district employee or another student should report the incident to a teacher, social worker, or administrator. The teacher or other faculty member shall report all incidents of suspected sexual harassment to the Superintendent of Schools. The Superintendent shall then investigate the reported incident to determine the merits of the situation. Students or employees who engage in sexual harassment on school premises or off school premises at school-sponsored activities will be subject to appropriate discipline.

UNIFORM GRIEVANCES PROCEDURE

Students or their parent(s)/guardian(s), employees or community members should notify the Superintendent if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy including:

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. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and the Title IX of the Education Amendments of 1972.

The Superintendent will endeavor to respond to and 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 the 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 the use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person 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 may assist the Complainant in filing a grievance.

2. Investigation

The Superintendent will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 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 Superintendent shall file a written report of his or her findings with the School Board. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of the Board Policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

The Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decisions, the Complainant may appeal to the School Board. Kell School District will not tolerate behavior that is offensive or sexist in accordance with School Board policy. Any student who is offended by the behavior on the part of any district employee or another student should report the incident to a teacher, social worker, or administrator. The teacher or other faculty member shall report all incidents of suspected sexual harassment to the Superintendent of Schools.

BULLYING (VIOLENCE FREE SCHOOL)

NO BULLYING ALLOWED. “Bullying” is defined as using any form or type of **aggressive physical or verbal behavior that does physical or psychological harm to someone else** whether directly (physically or verbally threatening) or indirectly (using exclusion, rumors, sabotage of friendships) and/or using other students to engage in such conduct. Prohibited behavior includes without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct against another individual. This definition refers to any individual or group enrolled at Kell Grade School, employees, or persons present on the grounds of Kell Consolidated School District #2. **Administrative Procedures.** If any student or other individual suspects bullying, it should be reported immediately to the faculty and/or administration of Kell Grade School. The superintendent / principal and/or other employees or designees will investigate the allegations to determine if bullying has occurred and identifying all individuals involved in the incident(s).

Once the bullying incident(s) and individual(s) involved in bullying have been identified, any and/or all of the student disciplinary measures may be included as given in the STUDENT/PARENT HANDBOOK. As a general rule, parents will be notified concerning the bullying incident on the first and each subsequent occurrence (if any).

BUS TRANSPORTATION

Bus transportation will be provided to all eligible students who attend Kell Grade School. However, bus riding is a privilege. Students must obey school and bus rules or the bus riding privilege may be modified or revoked. PLEASE NOTE: ***your child may be videotaped while a passenger on the school bus. The videotape of daily bus transportation will be kept in the superintendent’s office for future reference and reviewed as needed, i.e., in the case of student discipline. The viewing of all videotapes will be completed by the superintendent as needed. Some of the basic bus rules are as follows:

1. The bus driver may assign seats.
2. No fighting, be courteous, violence is prohibited
3. No profanity or inappropriate language/gestures.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Remain seated.
7. Do not destroy property.
8. Keep your head and hands inside the bus.
9. For your own safety, do not distract the driver through misbehavior.
10. No form of tobacco, flammable items, alcohol or drugs (severe penalty).
11. No firearms, weapons or knives (severe penalty, immediate suspension).

As a general rule, when a bus is provided, students who participate in extra-curricular activities are expected to ride the bus to and from the extra-curricular event. Any exception to this rule is at the discretion of the superintendent in consultation with the coach/sponsor of the participating group. It is important that all students are provided safe transportation to/from these events.

MISBEHAVIOR ON BUS

Bus riding is a privilege. Students must obey school and bus rules or the bus riding privilege may be modified or revoked. The penalty for misbehavior on the bus is at the discretion of the superintendent. The penalty will depend upon the circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious

misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school. **All handbook rules and regulations are in effect while students are riding the bus.** Steps the superintendent may use are as follows:

Step one	warning, parents are notified via slip
Step two	conferences, parents involved
Step three	suspension of bus riding privileges for 3 days
Step four	suspension of bus riding privileges for 5 days
Step five	suspension of bus riding privileges for 10 days
Step six	bus riding privileges suspended indefinitely

SUSPENSION OF BUS RIDING PRIVILEGES

The bus driver is responsible for safe transportation of students to and from school. The driver is in complete charge of students while on the bus. Misconduct on the bus whether on a regular bus route or on an extra-curricular/field trip may warrant a denial of the privilege of transportation. Misbehavior at school or on an extra-curricular/field trip may warrant a student being denied the privilege to attend any future extra-curricular/field trip. The superintendent **may** forgive prior bus discipline notices at mid-term or in other appropriate circumstances as he/she deems necessary and appropriate. The superintendent and/or other proper authorities may take further appropriate disciplinary action as necessary.

REPORTING TO PARENTS

- 1st Nine Weeks -- Parent-Teacher Conference (Report Cards Given Out)
- 2nd Nine Weeks -- Report Cards Sent Home With Student
- 3rd Nine Weeks -- Report Cards Sent Home With Student
- 4th Nine Weeks -- Report Cards Sent Home With Student

At the Mid-Term of every nine-week grading period the teacher will determine academic standings of each student. A deficiency slip will be sent home by mail to parents of students showing academic problems.

Parents and guardians may also access student grades through the online Teacherease grading system. The system can be accessed at www.teacherease.com using login credentials obtained through the central office. Please contact the office to gain such credentials.

KELL GRADE SCHOOL GRADING SCALE

A+	100	5.25
A	94-99	5.00
A-	93	4.75
B+	92	4.25
B	91-86	4.00
B-	85	3.75
C+	84	3.25
C	76-83	3.00
C-	75	2.75
D+	74	2.25
D	66-73	2.00
D-	65	1.75
E (or F)	64 and below	1.00

GRADING SYSTEM

Grades on the report cards are final and cannot be changed by the administrator without approval from the teacher and a signature from the administration. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system was used to determine the grade, or
- An inappropriate grade was given based on an appropriate grading system

ACADEMIC DIFFICULTY

Students who are experiencing academic difficulty (difficulty achieving desired or required passing grades) are encouraged to contact their teacher for additional help. Parents who are concerned should contact their child's teacher. If no satisfactory arrangements are reached, then the superintendent should be contacted. Kell School desires that all children achieve as much as is possible for them.

PROMOTION AND RETENTION

A student's retention or promotion will depend on many factors being taken into consideration. Decisions to retain or promote must be based on successful completion of the curriculum, attendance, and performance on the PARCC state-wide assessment test, and other criteria established by the Kell Board of Education. If there are any questions, your child's teacher should be contacted. Please be aware that a 1997 amendment to the Illinois School Code prohibits "social promotion" of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student.

Kindergarten

The Kindergarten teacher will give the parents a copy of the Student Performance Checklist.

First – Fifth Grades

Students will be required to pass 5 of 6 academic courses for 3 out of 4 quarters. These include math, reading, spelling, English, science/health, and social studies. Because of the importance of reading and math at these levels, failure in these subjects for 2 out of 4 quarters WILL result in retention. All faculty members who have the student will meet to determine promotion, retention, or placement. In addition to grades, the following criteria will be considered and may carry as much weight as report card grades:

1. Assistance required by resource teachers.
2. Recommendations from resource teachers.
3. Maturity, motivation, and ability.
4. Prior retention and remediation efforts.
5. Demonstration of improvement on school coursework.
6. Results of school standardized testing.

Sixth – Eighth Grades

Students will be required to pass 5 of 6 academic courses for 3 out of 4 quarters. These include math, reading, spelling, English, science/health, and social studies. Because of the importance of reading, math, and science at these levels, failure in these subjects for 2 out of 4 quarters WILL result in retention. All faculty members who have the student will meet to determine promotion, retention, or placement. In addition to grades, the following criteria will be considered:

1. Assistance required by resource teachers.
2. Recommendations from resource teachers.
3. Maturity, motivation, and ability.
4. Prior retention and remediation efforts.
5. Demonstration of improvement on school coursework.
6. Results of school standardized testing.

Standardized TESTING

Kell School District will administer the PARCC test each year. Students in grades 3 - 8 will complete sessions of reading and math testing. The test will be administered electronically per state and national testing guidelines. Please contact the Principal for more information and questions, or visit www.parcconline.org. Students in 5th & 8th grade will also take the Illinois Sciences Assessment in the spring each year.

STUDENT RECORDS

An individual student has a right of privacy for his/her compiled records. Confidentiality of student records to agencies or persons outside of the Kell Consolidated School District will be accomplished only with the informed consent of the parent. A parent will have full access to all records. The records of a student will be transferred to another school in which the student has enrolled or intends to enroll upon the request of the other school. The parent must sign a release of record form when enrolling the student in their new school. Student discipline records are kept on file for a period of one year.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

Students are to keep an acceptable grade average (2.75 or higher) in all academic areas to be eligible to participate in extra-curricular activities that include: basketball, cheerleading, band, scholar bowl, cross-country, and volleyball. Any student receiving a failing grade in any subject will become ineligible until that grade is raised to a passing grade in the next grading cycle. Student classroom behavior or insufficient classroom progress may also result in a student being ineligible. Fourth thru Eighth grade students in particular, will become ineligible if they receive 9 or more discipline points in one week. Unique to scholar bowl, students must not have a D average in any classes in order to be eligible to participate.

Eligibility to participate in these special activities/organizations will be determined on a week-by-week basis. Teachers are to turn in lists of all ineligible students to the superintendent by noon each Friday. The student shall be ineligible be from Saturday through the next Friday. Students who are deemed ineligible are not allowed to attend the contests or practice, unless to attend a school sponsored study room. If a student serves an IN SCHOOL suspension or an OUT OF SCHOOL suspension they are NOT allowed to participate in the activity that night.

Absence the day of a game. Anyone who is absent from school the day of a game or practice will not play at the game or practice and will not attend the game or practice unless the absence is for a half-day. If a student goes home early from school because of illness, then that child is not allowed to participate that evening. As a general rule, if a child is absent from school, then that child will not play, practice, or attend ANY extra-curricular school activity.

Pre-arranged absences will be considered on a case-by-case basis. Only highly unusual circumstances will be considered for an exception of this rule.

SPORTS: Students who are not eligible:
will not be allowed to participate in practice while ineligible.
will not be allowed to dress in uniform or participate in game.

SCHOLAR

BOWL: Students who are not eligible will not be allowed to attend or participate in competition while ineligible.

*** REFER TO ATHLETIC/EXTRACURRICULAR CODE - PAGE 32

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students, parents, and others attending games must respect the guest team, its fans, the game officials, other spectators, and school property. Booing or showing any disrespect to players, game officials, coaches, other spectators, or anyone present at the event is poor sportsmanship and all spectators shall refrain from such activity. “Examples of unsportsmanlike conduct include: a. using vulgar or obscene language, b. possessing or being under the influence of any alcoholic beverage or illegal substance, c. possessing a weapon, d. fighting or otherwise striking or threatening another person, d. failing to obey the instructions of a security officer or school district employee, and engaging in any activity which is illegal or disruptive. . . .” (Kell Board Policy, 8:40, March, 1997)

Spectators at games should leave the gym for refreshments only at halftime and between games. Spectators must not throw popcorn or any other objects/substance at anyone or on the floor.

Spectators attending games are expected to be in the gym while play is in progress. No one is to loiter in the halls or restrooms.

Only players and cheerleaders are to be on the floor.

When visiting other schools to attend games or any other activity, students and parents must abide by the rules of the host school. Kell Grade School rules shall apply when not superseded by host school rules.

Spectators are not allowed to play on the gym floor at any time (i.e., during half times and after the completion of the game).

Spectators guilty of misconduct during athletic events will be warned (if appropriate) of consequences of further violations at the time of the first violation. If the violation is serious, disciplinary steps may be required immediately. A second instance of misconduct will be cause for removal of the spectator from the gym and the school property (at the discretion of the principal or supervisor). A student will be placed under parent’s supervision if they are present (as the principal or supervisor deems appropriate). If parents are not present they will be called to pick up the student.

A single instance of misconduct (such as throwing something that jeopardizes the safety of a player or spectator) shall be reason for immediate removal of spectator from the gym and school property. If a student causes the violation, the parents will be contacted.

All students and spectators in attendance at sporting events are subject to the rules and regulations of the IJHSA, Kell Board of Education policies, and the Kell Student Handbook concerning their conduct. The Illinois School Code, Kell School Board policy, and Kell Student Handbook rules allow the removal of participants and spectators, and expulsion for up to one year from sporting events for violations of such rules and regulations.

“The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date containing: 1. The date, time, and place of a Board hearing; 2. A description of the unsportsmanlike conduct; 3. The proposed time period that admission to school events will be denied.; 4. Instructions on how to waive a hearing. . . .” (Kell Board Policy, 8:40, March, 1997).

*** REFER TO ATHLETIC/EXTRACURRICULAR CODE - PAGE 32

ASBESTOS MANAGEMENT PLAN

Kell School District asbestos management plans are available for inspection in the Superintendent’s Office. The management plan is available for public inspections during regular business hours at the Superintendent’s Office.

MEDICATION POLICY AND PROCEDURES

The Illinois State Board of Education, Illinois Department of Public Health, and the Illinois Association of School Boards have published guidelines for medication administration in schools. Kell School has adopted these guidelines. In order to comply with these guidelines, the school must be provided a written order for prescription and non-prescription medications from the child’s doctor, dentist, or other health care provider. It is the parent/guardian’s responsibility to provide the written order, written request from the parent, and medication. Any changes in medication orders require written authorization from the licensed prescriber. Long-term medications shall be reviewed annually.

Only medications that are necessary to maintain a child in school and that must be given during school hours shall be given. Medications ordered for three times daily should be given before school, after school, and bedtime – not at school – unless specified otherwise by the prescriber.

Medications must be brought to school in a container appropriately labeled by the pharmacy or physician, if a prescription medication. Non-prescription medications ordered by the physician shall be brought to school with the manufacturer’s original label on the bottle and the child’s name affixed to the container.

The school administrator will give medication or certified school employee may supervise the student self-administering the medication. Parents may also come to administer the medication.

The parent/guardian will be responsible at the end of the treatment regimen for removing from school any unused medication by the end of the school year. If the medications are not picked up, the medications will be disposed of.

If a student is thought to have, or has an infectious disease, the parent or guardian will be contacted and the child will be isolated from fellow students until they are picked up from school.

FOOD ALLERGY

The Kell Grade School staff is trained every other year on symptoms, management, and prevention of food allergies. A food allergy form will be given to each parent/guardian at registration. This form will be kept in the cafeteria and used to identify students in the school with food allergies and precautionary measures will be taken throughout the school.

EPI-PEN/ASTHMA MEDICATIONS

A student may possess an epinephrine auto-injector (Epi-Pen) and/or medications prescribed for asthma for immediate use at the student's discretion. Parents/guardians must complete and sign a "School Medication Authorization Form" each year regarding this medication.

DIABETES

Parents/guardians of students with diabetes are responsible for sharing the health care provider's instructions about diabetes. When at school, the student's diabetes will be managed according to the diabetes care plan, if one exists.

PEDICULOSIS (HEAD LICE)

School personnel will check students for head lice when deemed necessary by school personnel. If a student is found to have live head lice, he/she will be sent home for treatment. Before being admitted back into school, the student will be checked by school personnel for evidence of treatment and the elimination of live head lice. *(After treatment the medication package or a doctor's statement must be brought to the school office as treatment evidence).*

When a student is found to have live head lice two (or more) times during a school year, that child will then fall under a "no nit" rule for re-admittance into school. Students who fall under the "no nit" rule will not be allowed to return to school until **all lice and nits (lice eggs) have been removed as evidenced by school personnel.**

PARTIES DURING CLASSTIME

If you plan to have your child or their teacher handout party invitations at school, please provide an invitation for each child. Otherwise, please mail the invitations. This will prevent hurt feelings and social problems among the children. Helium balloons are NOT allowed at school parties.

Students and parents will please secure permission from the classroom teacher **IN ADVANCE** (one week notice recommended) of the party if your child would like to bring treats or refreshments.

PHYSICAL EDUCATION

Physical Education is required for all pupils by state law. Students are to participate at their ability level in a courteous and cooperative manner. Failure to participate in an acceptable manner will result in grade reduction and/or disciplinary action. Students may be excused from PE for two (2) days by a written parent request. A statement from their doctor is required for absences over two days. Students must have soft soled, NON-MARKING shoes for PE. Students may be barred from using the gymnasium if they do not wear non-marking shoes. Students must wear appropriate shirts, shorts, and shoes as established by classroom rules. Students failing to follow classroom rules may receive a reduction in grade and disciplinary action.

SCHOOL CLOSINGS

If it is necessary to dismiss school due to inclement weather or an unforeseen emergency, the closing will be announced on radio stations **WJBD (100.1 FM) and WMIX (94.1 FM)**. In the event of an early school closing due to weather or an emergency, **please have plans made in advance** and discuss them with your child. If your child is to ride the bus somewhere other than home, please notify the school well in advance and notify the person to whom they are to go. The school also utilizes REMIND, a text messaging system, to make announcements to parents regarding closures and events. Please contact the office about signing up for the free system.

BREAKFAST AND LUNCH PROGRAMS

The unit cost of breakfast is \$1.50, lunch is \$2.25, and extra milk is \$.25. The Illinois State Free and Reduced Breakfast and Lunch Program provides that all children from families whose gross income falls below established guidelines are eligible for a free or reduced price lunch. Those students eligible will receive free lunches. Those students who qualify for reduced lunches will be required to pay a significant reduction in price. **Please be sure to complete the lunch application to see if you qualify for free or reduced price lunches.**

Applications for the Free and Reduced Lunch Program will be sent home with each child at the beginning of the school year or at the parent registration of students. A complete application must be submitted to the office and must be approved prior to eligibility. Should your family's income change during the school year, please notify the office so we can add or remove your children to or from the lunch program.

Participation in the Free and Reduced Breakfast and Lunch Program is EXTREMELY important for both the family and for the school. Each child that participates in the Lunch Program helps Kell School qualify for additional grant funding and provides additional state and federal revenue for our school. You may qualify for the Program and not know it. We STRONGLY encourage you to complete the Program form. Information is kept confidential.

The school superintendent is required to verify ten percent (10%) of all applications of students granted free lunch or reduced lunch prices. The audit may require the households to provide documents that prove their income falls within the guidelines.

Payment for breakfast and lunches: ALL breakfast and lunch costs are due on the Friday for the upcoming week. Students with an overdue account of five (5) meals will not be permitted to charge meals until their outstanding balance is paid in full. **PLEASE NOTE: after 5 charges, the student must bring a sack lunch or breakfast.**

Parents are asked to plan ahead for payment of school meals, therefore eliminating any problem concerning lunch or breakfast charges. Please use the monthly school meal calendars to plan these payments. Payment for meals may be waived for those families who qualify for Free or Reduced lunches under the Federal Lunch Program and arrangements are made prior to charging the meals.

The School Cafeteria serves both **BREAKFAST and LUNCH** as a service to our students. Prompt payment is expected since charges create a financial burden on the school budget.

STUDENT INSURANCE

Student insurance is ENTIRELY OPTIONAL. The school has an arrangement with a group plan providing for low-cost coverage. Parents have two choices available, a "school-time" plan and a "24-hour" plan, from which to select. Parents may select the plan best suiting the family needs.

The **PARENT** assumes responsibility for the filing of claims. Claims must be filed immediately after an accident by the insured. The claim form is available from the school office. All medical bills will be charged to the parents.

All students participating on an athletic team must purchase one of the two plans, unless the parents sign a waiver to the effect that their family policy is adequate and that they do not wish to have the insurance. All students in athletics must have either the insurance or the waiver. If he/she does not, he/she will be unable to practice, play in games, or hold team membership.

KELL GRADE SCHOOL PTO

KELL GRADE SCHOOL PTO provides financial support of our education program and activities and sponsor class parties such as Halloween, Valentine’s Day and Easter. Room parents help organize these activities and seek support of other parents in our community. Our school appreciates the efforts and hard work our parents put into the PTO.

Help is always welcome, so please contact one of the officers for the school office to get more information about help. Monthly meeting dates and times are noted on the school calendar distributed each month.

2020-2021 PTO OFFICERS:

President..... Vickie McClain

Treasurer/Secretary..... Hollie Arnold

KELL SCHOOL CALENDAR 2020-2021 *

There will be a 2:00 Dismissal on the 1st Thursday of every month so Teachers and Staff members may attend district workshops.

2020

Monday, August 17 th	NO SCHOOL—Teachers' Institute
Tuesday, August 18 th	Remote Learning Planning Day- NO STUDENT ATTENDANCE
Wednesday, August 19 th	Remote Learning Planning Day- NO STUDENT ATTENDANCE
Thursday, August 20 th	First Student Day
Monday, September 7 th	NO SCHOOL—Labor Day
Friday, September 11 th	11:35 am Early Dismissal (no lunch served)-Teacher Workshop
Friday, September 18 th	Mid-Term, 1 st Quarter
Monday, October 12 th	NO SCHOOL—Columbus Day
Friday, October 16 th	<u>End of 1st Quarter Grading Period</u>
*Wednesday, October 28 th	Parent/Teacher Conferences 3:30 p.m. – 6:00 p.m
*Thursday, October 29 th	Parent/Teacher Conferences 2:30 p.m. – 5:30 p.m
Tuesday, November 3 rd	NO SCHOOL— Election Day
Monday, November 11 th	NO SCHOOL— Observance of Veteran's Day
Friday, November 20 th	Mid-Term 2 nd Quarter
Wednesday, November 25 th	11:35 a.m. Early Dismissal (no lunch) - Thanksgiving Holiday
<u>Thursday & Friday, November 26th & 27th</u>	<u>NO SCHOOL — Thanksgiving Holiday Break</u>
Monday, November 30 th	School Resumes
Tuesday, December 22 nd	<u>End of 2nd Quarter Grading Period</u>
Tuesday, December 22 nd	2:00 p.m. Early Dismissal— Begin Christmas Holiday Break
Wednesday, December 23 rd	<u>to Friday, January 1st – NO SCHOOL, Christmas Holiday Break</u>

2021

Monday, January 4 th	School Resumes
Friday, January 15 th	11:35 am Early Dismissal (no lunch served)-Teacher Workshop
Monday, January 18 th	NO SCHOOL — M. L. King Birthday
Friday, February 5 th	Mid-Term 3 rd Quarter
Friday, February 12 th	NO SCHOOL - Teacher Institute - TriCounty ROE/KSED Institute
Monday, February 15 th	NO SCHOOL - President's Day
Friday, March 5 th	End of 3 rd Quarter Grading Period
Friday, March 12 th	11:35 a.m. Early Dismissal (no lunch served) School Improvement
Friday, April 2 nd	NO SCHOOL - Start of Spring Break
<u>Monday, April 5th - Friday, April 9th</u>	<u>No School, Spring Break</u>
Monday, April 12 th	School Resumes
Friday, April 16 th	Mid-Term 4 th Quarter
**Friday, May 21 st	Tentative LAST DAY FOR STUDENTS, 1:30 PM Dismissal
Monday, May 24 th	Teacher Institute – NO STUDENT ATTENDANCE

*Tentative, subject to change based on school and community calendar.

** Providing no emergency day usage. Also, per change in the Illinois School Code, there will no longer be a short report card day to end the year as in the past. Students will either receive their report card on the last day of school or they will be mailed home shortly after the school year is complete.

YOUTH SERVICES

Often people in our small communities are not aware of the services available to them. The Network Panel is a group of representatives from youth-serving organizations working together to better serve the needs of our communities.

In a cooperative effort, we have attempted to provide a comprehensive list of youth services in the area. For more information, you may contact the following agencies:

Youth and Family Services

BCMWS: 532-7388 or 594-4146
Emergency Assistance.

Catholic Social Services: 244-0344 or 877-277-3773
Marriage & family counseling, foster care, adoption, crisis, pregnancy services.

Children's Home & Aid Society of Illinois: 526-8348
Crisis intervention, youth services, family counseling, day care, adoption, foster care.

Child Care Resource & Referral Center: 1-800-467-9200

Community Resource Center: 533-1391 or 594-4581 or 548-2181
Mental health & substance abuse counseling, support groups, educational programs, prevention, crisis.

Department of Children & Family Services: 244-8400
Child welfare, child protective services, working with families of children under 18.

Hoyleton Youth & Family Services: 493-7382
Long-term residential treatment program for youth with emotional and behavioral difficulties.

Lutheran Child & Family Services: 242-3284
Marriage and family counseling, foster care, adoption, crisis, pregnancy services.

Women, Infant, Children: 1-800-641-3378
Pre- and post-natal care and assistance.

Educational

Kaskaskia Special Education District: 532-4721
Special education services for children 3 to 21. Services provided through local school district.

Alternative Education Program: 532-8465
Serving young adults ages 14 to 21 who have difficulties coping with their environment. Also, GED program and tutoring services.

Regional Superintendent of Schools: 548-3885

YOUTH SERVICES (pg. 2)

University of Illinois Cooperative Extension Service: 548-1446 or 526-4551
Educational programs in youth development, home economics, family and community resource development.

Pre-School

Even-Start (Regional Superintendent of Schools): 548-3885
(or contact your local school district: 822-6234) Offers home or center-based programming for pre-schoolers at risk of having academic difficulty upon entering school. Parent training also provided.

First-Step Clinton Co. Rehabilitation Center: 526-2252
Offers early intervention to children ages birth to two who are or may be at risk for experiencing developmental delays.

Head Start (BCMWS): 548-1020
Home or center based programming to eligible children ages 3 to 5.

Vocational

Client Assistance Program: 532-7850
Services to persons with disabilities.

Job Training Partnership Act (JTPA): 594-4520
Employment assistance, summer youth employment program, training.

Kaskaskia Workshop: 533-4423
Vocational services for developmentally disabled 18 years or older.

Medical Assistance

St. Mary's Hospital: 532-6731
Behavioral medicine, inpatient and outpatient medical, psychiatric, chemical dependency, stress, etc. services.

University of Illinois Division of Specialized Care for Children (DSCC): 997-4371 or 875-9300—Variety of medical and social services for children with or suspected of having disabilities.

Community Services
Church
Hospital
Law Enforcement
Private Practitioner
School

The preceding list may not be exhaustive, however, further information and assistance may be obtained by calling the listed providers.

KELL CONSOLIDATED SCHOOL DISTRICT #2

207 Johnson Street
 Kell, IL 62853
 Phone 618-822-6234 FAX 618-822-6733
John Consolino, Superintendent

ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT

Congratulations on your choice to participate as a member of outstanding athletic and extracurricular programming here at Kell Consolidated School District # 2. It is the intent for all school staff and the Board of Education that athletics and extracurricular activities provide a healthy and enriching experience for students at the school.

It is important to note that participation in athletic and extracurricular activities within the Kell Consolidated School District # 2 is a privilege. With such a privilege comes certain responsibilities since student participants represent the school district not only in the classrooms and hallways, but in the community as well. Participation assumes ownership of these greater responsibilities, along with the consequences that are inherent for violations put forth in this code. The number one goal of any athletic or extracurricular program is to provide a structured environment where student participants can develop responsibility, work ethic, trust, loyalty, self-esteem, and self-discipline.

STUDENT STANDARDS OF CONDUCT

1) Drug, Tobacco, or Alcohol Use, Possession, or Distribution

Student participants are not to use, possess, sell, or distribute any amount of alcohol, tobacco, or other controlled substances or drug paraphernalia or be under the influence of alcohol, drugs, or other controlled substance. A first violation of this policy will result in an immediate suspension of the student from the activity for the remainder of the season. A second violation will result in the student not being allowed to participate in any extracurricular activities for the remainder of their enrollment with Kell CSD # 2.

2) Unlawful or Delinquent Behavior

An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation or court order (other than minor traffic violations), such as vandalism or destruction of property. A student participant who pleads guilty, no contest, or is found to be guilty of such action by a court of law will be immediately suspended from the extracurricular activity for the remainder of the season.

3) School Suspension

Extracurricular participants that are suspended from school are prohibited from participation in practices and organized events for the length of the suspension. Multiple school suspensions may result in removal from the activity for the remainder of the season.

4) Attendance

Attendance of school is critical to a student's success in school. Extracurricular participants will make every effort possible to be at school and on time. Anyone who is absent from school the day of a game or practice will not play at the game or practice and will not attend the game or practice unless the absence is for a half-day. If a student goes home early from school because of illness, then that child is not allowed to participate that evening. As a general rule, if a child is absent from school, then that child will not play, practice, or attend ANY extra-curricular school activity. Pre-arranged absences will be considered on a case-by-case basis. Only highly unusual circumstances will be considered for an exception of this rule.

5) Academic Eligibility

Students are to keep an acceptable grade average (2.75 or higher) in all academic areas to be eligible to participate in extra-curricular activities that include: basketball, cheerleading, band, scholar bowl, cross-country, and volleyball. Any student receiving a failing grade in any subject will become ineligible until that grade is raised to a passing grade in the next grading cycle. Student classroom behavior or insufficient classroom progress may also result in a student being ineligible. Unique to scholar bowl, students must not have a D average in any classes in order to be eligible to participate.

Eligibility to participate in these special activities/organizations will be determined on a week-by-week basis. Teachers are to turn in lists of all ineligible students to the superintendent by noon each Friday. *A student's eligibility status runs from midnight of the determining Friday until midnight of the immediately following Friday. As an example, a presently eligible student is deemed ineligible at noon on a Friday. They may still play in a game that Friday evening as their eligibility status does not change until midnight. However, the following Saturday morning through the next week they would then be ineligible.* Students who are deemed ineligible are not allowed to attend the contests or practice.

6) Unsportsmanlike Conduct and Other Unacceptable Behavior

Unsportsmanlike conduct and other unacceptable behaviors not specifically covered in the Kell CSD # 2 Athletic Code, but which are contrary to the spirit of the Code, are subject to appropriate penalty at the discretion of the Athletic Director and Principal, taking into account the seriousness of the incident, harm to person or property incurred, and remorse of the person involved.

7) Hazing

Hazing is defined as planning or participating in any form of verbal or physical harassment of another student participant. This includes, but is not limited to, the forcing of prolonged physical activity, excessive consumption of any substance, deprivation of sleep, food, or drink, and any other action with the general intent to degrade or disgrace someone. A student participant involved in the hazing of others will be immediately removed from the team and face further punishment under the general school policies set in place by the Board.

8) Violation of Team Rules and Regulations

Coaches may establish reasonable rules and regulation, subject to approval by the Principal, Athletic Director, and Board of Education. Within those rules and regulations, coaches may determine reasonable penalties for violation of team rules subject to the review of the Athletic Director.

9) Conduct Detrimental to the Team

Any conduct by a student participant that is deemed to be detrimental to the team by a coach or administrative official will result in an appropriate length of suspension based on severity and frequency. This conduct includes, but is not limited to, verbal teasing or harassment, physical harassment, the repeated violation or lack of respect for team rules, poor attendance to both practice and scheduled events, and the use of Social Media, such as Facebook or Twitter, to tease or harass fellow participants, coaches, or make otherwise derogatory comments about the team, classmates, or school.

DUE PROCESS AND APPEAL PROCESS

Student participants will be provided due process. The student is entitled to be informed of the charges against them, and an informal meeting where they have an opportunity to be heard before the Athletic Director. The Athletic Director shall inform the student of the decision within one school day, at which time the student has the right to appeal to the Principal/Superintendent. The decision of the Principal/Superintendent will be considered final.

PARENT/GUARDIAN STANDARDS OF CONDUCT

The essential elements of character building and ethics in extracurriculars embody the following six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship. The highest potential of extracurriculars is achieved when these six pillars or characters are displayed by not only the student participants, but all of those involved with the activity from organizers to parents.

I therefore agree:

- I will remember that children participate to have fun and the activity is for youth, not adults.
- I will learn the rules of the activity and the policies of the sanctioning league.

- I will be a positive role model and encourage sportsmanship by showing respect and courtesy towards players, coaches, officials, and spectators.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will promote the emotional and physical well-being of the participants ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games.
- I will only engage in behavior that presents support for the team as a whole and the success of all of those involved.
- I will not use social media outlets, such as Facebook or Twitter, to demean or make derogatory comments towards the team as a whole, individual participants, coaches, or support staff.

CONCUSSION MANAGEMENT

Concussions are an extremely serious and dangerous health condition that requires respect and concise action by those involved. Kell CSD # 2 has developed the following plan to ensure the safety of participants that may be subject to concussions through extracurricular activity:

- 1) If a coach suspects that a student participant has sustained a concussion following an observed or suspected blow to the head, they themselves, or an appropriate, designated staff member will conduct an assessment of the student using a checklist such as the Sport Concussion Assessment Tool.
- 2) If one or more of the signs or symptoms of a concussion are found to be present, the coach or assigned staff member will assume a concussion has occurred and not allow the student to reenter competition.
- 3) The parent/guardian will be informed of the suspicion of a concussion. It is the responsibility of the parent/guardian to obtain follow-up medical care.
- 4) The student suspected of the concussion must have written medical clearance from a licensed health care provider in order to return to practice or full participation.

DOCUMENTATION TO PARTICIPATE

Participants in extracurricular activities will be required to provide a physical that is no older than one year and sign-off on an emergency consent form. The form will be provided at school registration, activity tryouts, or may be requested from the school office.

KELL CONSOLIDATED SCHOOL DISTRICT #2**207 Johnson Street****Kell, IL 62853****Phone 618-822-6234 FAX 618-822-6733****John Consolino, Superintendent**

July 20th , 2017

Dear Parents & Guardians:

This letter is to notify you of the STEVEN'S AMENDMENT REQUIREMENT that you be informed about federal grants.

Kell District #2 has received a Title I grant in the projected amount of \$27,716 that will be used to assist students in reading and mathematics.

Kell has received a Title II grant in the projected amount of \$4,988 that will be used to provide additional instruction and training for teachers to improve student instruction.

Any questions concerning these grants may be addressed to the Superintendent at 618-822-6234.

Sincerely,

John Consolino, Superintendent

KELL CONSOLIDATED SCHOOL DISTRICT #2

207 Johnson Street
Kell, IL 62853
Phone 618-822-6234 FAX 618-822-6733
John Consolino, Superintendent

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Kell School District #2 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent John Consolino , at the following phone number (618)822-6234.

Sincerely,

John Consolino
Superintendent, Kell School District #2

KELL CONSOLIDATED SCHOOL DISTRICT #2
School medication authorization (pg. 1)

Student name: _____ Birth date: _____

Address: _____ Home Phone: _____

Grade: _____ Teacher: _____ Emergency phone number: _____

Part 1

This part must be signed by the student's physician.

Name of medication: _____

Dosage _____ Frequency: _____ Time to be given at school: _____

Date of prescription order: _____ Discontinuation date: _____

Diagnosis requiring medication to be given during school hours: _____

Intended effect of this medication: _____

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications the student is receiving: _____

This medication must be administered during the school day (between the hours of 8:15 am & 3:05 pm) in order to allow the child to attend school or address student's medical condition.
_____ Yes _____ No

This medication may be administered by non-medically trained schoolteachers.
_____ Yes _____ No

This child may self-medicate him/her self.
_____ Yes _____ No

Physician's name (print)
Address: _____

Physician's signature (required)
Phone (office) _____
(emergency) _____

Date: _____

KELL CONSOLIDATED SCHOOL DISTRICT #2
School Medication Authorization (pg. 2)

Medication must be brought to school by parent or guardian in a container appropriately labeled by the pharmacy or the physician/prescriber. Medication orders should be renewed annually for long-term medications; any changes should be reported to Kell School in writing.

Part 2

This must be completed and signed by the student’s parent or guardian. Please print.

Student name: _____ Birth date: _____

Address: _____ Home Phone: _____

Grade: _____ Teacher: _____ Emergency phone number: _____

I hereby confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Kell School and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the Kell School District), lawfully prescribed medication in the manner described in Part 1 of this form. (first page)

I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices.

I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against Kell School District, and its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the Kell School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent’s Signature (required) Date

NOTE: PLEASE BE SURE TO COMPLETE PAGE ONE OF THIS FORM!

FOR OFFICE USE ONLY

Person obtaining permission by phone: _____

Date and time: _____

Person granting permission by phone: _____

KELL CONSOLIDATED SCHOOL DISTRICT #2

207 Johnson Street , Kell, IL 62853
PHONE 618/822-6234 FAX 618/822-6733
John Consolino, Superintendent

July 20th, 2017

Dear Parent(s)/Guardian(s):

We now have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from governments sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Education Resource Information Clearinghouse (ERIC).

With this education opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting.

On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To the end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to school.

Sincerely,

John Consolino
Superintendent

AUTHORIZATION FOR ELECTRONIC ACCESS

Each teacher must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted supervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **THE FAILURE OF ANY USER TO FOLLOW THE TERMS OF THE AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS WILL RESULT IN THE LOSS OF PRIVILEGES, DISCIPLINARY ACTION, AND/OR APPROPRIATE LEGAL ACTION.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. regarding

Term and Conditions

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

2. Privileges – The use of the District's Electronics Networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of Copyright or other contracts, or transmitting any material in violation of any U. S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;

AUTHORIZATION FOR ELECTRONIC ACCESS (pg. 2)

- k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

AUTHORIZATION FOR ELECTRONIC ACCESS (pg. 3)

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

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

10. Copyright Web Publishing Rules – Copyright law and District policy Prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Use of Electronic Mail
 - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to and electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document.

AUTHORIZATION FOR ELECTRONIC ACCESS (pg 4)

Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". The domain name is registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

AUTHORIZATION FOR ELECTRONIC ACCESS (pg. 5)

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Network Access* once enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agent may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Electronic Network connection and having access to public networks, I hereby release the School District and its Board members, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

USER SIGNATURE: _____
(STUDENT SIGNATURE REQUIRED)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: _____

PARENT/GUARDIAN NAME (Please Print): _____

SIGNATURE: _____
(PARENT SIGNATURE REQUIRED)

STUDENT/TEACHER/PARENT/ADMINISTRATOR COMPACT AGREEMENT

In effect for 2020-2021 school year:

We know that learning is increased when there is a sharing and combining of individual efforts. In light of this fact, we are all committed to _____ progress in school, and we therefore promise to work together to do our best to promote his/her achievement.

As a student I pledge to:

- Attend school regularly
- Try to do the best I can on my school assignments
- Ask my teacher/s questions if I do not understand lessons/assignments
- Know and follow the Kell Grade School rules as outlined in the school handbook

Student Signature _____

As the classroom teacher I pledge to:

- Explain my instructional goals, grading system, and expectations to student and parent/s
- Provide a safe learning environment
- Provide information (written and verbal) concerning student progress on a regular basis to the parents
- Provide parents w/assistance in helping the student at home

Teacher's signature _____

As a parent/Guardian I pledge to:

- See that my child is punctual and attends school regularly
- Talk to my child about his/her school activities each day
- Know and support the Kell Grade School rules as outlined in the school handbook.
- Make sure my child is completing and returning to school his/her homework

Parent/guardian signature _____

As an Administrator I pledge to:

- Create a welcoming and safe environment for students and parents.
- Communicate to students and parents the school's goals and expectations.
- Provide appropriate in-service and training for teachers and parents.
- Reinforce the partnership among parents, students and school staff.

Administrator's signature _____

