

# LINCOLN GRADE SCHOOL

*PREPARING OUR YOUTH FOR A FUTURE OF SUCCESS IN EDUCATION AND LIFE*



## Student Handbook 2026-2027

**LGS Main Office:** 618-544-3315

**LGS Fax:** 618-544-4136

**Unit #2 Transportation:** 618-544-8715

**Unit #2 Office:** 618-544-7511

**Main Office Hours:** 7:50am-3:30pm

**Nurse's Office:** 618-544-3315

**Lincoln Grade School-301 East Poplar Street, Robinson, IL 62454**

Bob Coffman  
Principal  
618-544-3315

bcoffman@robinsonschools.com

Megan Herder  
Secretary to the Principal  
618-544-3315

mherder@robinsonschools.com

Barb Riggs  
Attendance Secretary  
618-544-3315

briggs@robinsonschools.com

**A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and educationally appropriate learning environment may find it necessary to use options and procedures not specifically addressed in this handbook.**

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the

building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

**All student attendance must be communicated through the Lincoln Grade School office. The classroom teacher is not the person responsible for daily attendance State reporting, therefore that communication must be made through the office only.**

## STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attending a civil event, or other reason as approved by the building principal.

Students are allowed 5 mental health days but after the second one, additional support services and contact with the parent will be made to facilitate the student's return to school.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused.

**Pre-arranged excused absences must be approved by the building principal so please contact the principal by phone or email explaining the absence.** Such absences include, but are not limited to, the following:

- a. family vacations/trips (includes hunting and fishing trips)

***NOTE: Hunting permit will be required for such absences prior to the absence.***

- b. court appearances/legal obligations
- c. observance of religious holiday
- d. medical or dental appointment

The school may require documentation explaining the reason for the student's absence.

**In the event of any absence, the student's parent or guardian is required to call the school at 618-544-3315 before 8:20 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.** If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence or a doctor's note within two school days of the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## EXCESSIVE ABSENCES

Students shall be permitted 9 excused absences per school year. After a student has been absent 9 times during the school year, additional absences for illness may only be verified through a written medical statement from a physician. If a student's absence is verified by a doctor's excuse before the student reaches the 9 day limit, the absence will not count toward the 9 days permitted by this section. All doctor's excuses must be submitted to the main office ***within 48 hours*** of the student's absence. Pre-arranged, excused absences do not count towards the nine absences.

## TARDIES and UNEXCUSED ABSENCES

Habitual lateness and habitual leaving school early cannot and will not be tolerated. Not only does it reflect a lack of responsibility, but also a late entrance/early exit detracts from class time, thus interfering with the rights of other pupils. If a

student is continually tardy or leaving early, a meeting between parents/guardians and the administration will be held to address the issue. Five or more tardies/leaving school early can result in an unexcused absence.

Unexcused absence is an absence when no contact has been made by the parent/guardian in regards to the student's absence. Unexcused absences do not require the teacher to allow the student to make up missed class work. Students with unexcused absences will receive zero grades for any schoolwork due on the day of their absence(s). ***Unexcused absences do not carry with them the privilege of making up academic work and may require that time missed be made up in after school detention.***

**Upon arrival to school, tardy students may ring the buzzer and once allowed to enter, the student needs to proceed to the office window. Parents do not have to accompany their students into the building and sign them in but please wait to leave until you see your child has entered the building. If you need to speak to someone in the office, just let the secretary know when you ring the buzzer.**

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **BICYCLES**

Bicycles may be ridden to school by students. However, parents need to discuss proper bicycle rules of the road with their children. Once a rider arrives on school property, the bicycle is to be dismounted and walked to the bike racks and parked. Upon leaving, bicycles must be walked off school property.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration.

The school office will issue special bus passes when satisfactory notification is given that a student's regular bus trip needs to be altered. **THOSE SHOULD BE DATED, CHILD'S NAME INCLUDED, AND DESTINATION ADDRESS LISTED (Ex. Mary Smith should ride the bus to Grace Smith's house at 130999 E. Mulberry St. today, Sept. 2, 2024.)** Parents should then sign the note. Any transportation changes should be made through the office before 2:00PM.

**Bus passes are necessary for the following situations:**

1. **Bus students need to ride a bus other than their assigned bus.**
2. **Bus students on their regular bus needing to be discharged at a stop other than their own.**

**IF A REGULAR BUS STUDENT WILL NOT BE RIDING THE BUS, NOTIFY THE SCHOOL BY CALLING THE OFFICE AT 618-544-3315.**

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. **For questions regarding school transportation issues, contact: 618-544-8715.**

## **CLASS PLACEMENT/CHANGES**

Students may be moved from their homeroom classroom to another classroom at the discretion of the Principal. Parents will be notified by the Principal of this change before it takes place.

## **COMMUNICABLE DISEASES**

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

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

## **CONFERENCES**

Conferences with teachers or the principal may be arranged at any time during the year. Please establish a mutually agreeable time with your child's teacher prior to your arrival.

## **DISTRIBUTION OF NON-SCHOOL PUBLICATIONS & PROMOTIONS**

All students, private entities, and non-private entities (including not-for-profit & community groups) must receive permission from the superintendent to distribute or display non-school related/assigned publications, promotions, or events. Please contact the Central Office at 618-544-7511 for further information or to attain permission.

## **DROP OFFS & PICK-UPS**

### **Morning Drop Off/Afternoon Pick Up**

The **SOUTHWEST** exit will be used for drop off and pick up. It would be appropriate to drop off and pick up students on Lincoln Street with traffic headed north. Please do not deliver or pick up students in the bus lane area at the south exit of the building. **PLEASE INSTRUCT YOUR CHILDREN TO USE THE PROVIDED CROSSWALKS.** We want to take every precaution to promote proper traffic safety.

***Students may be dropped off in the morning starting at 7:40am.***

## **EDUCATION OF CHILDREN WITH DISABILITIES**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are

needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

## **EMERGENCY INFORMATION**

The school requires names and telephone numbers of relatives or friends of the family who, in case of emergency, could be contacted if parents cannot be reached. Please try to list someone who is near the school. Let emergency people know they have been listed for this purpose.

## **ENGLISH LEARNERS**

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

## **EQUAL OPPORTUNITY & SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Jamie Schultz, Principal  
2000 North Cross St.  
Robinson, IL 62454  
618-544-9510

Jamie Rains, Special Services Director  
204 West Highland St.  
Robinson, IL 62454  
618-544-5837

## **FIELD TRIPS**

Periodically, teachers may arrange a field trip away from school to enrich classroom activities. If such a trip is arranged, parents will be notified. Information slips will be sent home. These slips will notify parents of the trip's destination, date and time of the trip. Any student who goes on a field trip must have the school consent form letter signed. This letter is given at registration. Additional consent may be required for certain trips and parents will be notified of these trips. Restriction of student participation will be based upon behavioral guidelines rather than academic achievement. If there are parent objections to a field trip, please notify the teacher in writing prior to the field trip day.

## **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

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

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

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

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:50 a.m. and classes begin at 8:20 a.m. Students are dismissed at 2:45 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoodies, and bandanas shall not be worn in the building. Students must keep their hat in their backpack/locker during the school day.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building except on "Gum Days" and at the discretion of the classroom teacher.
- Skateboards and wheeled shoes are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No music players, handheld video games, or cameras are permitted without permission from the principal.
- Toys/Games are permitted according to teacher rules. It is recommended that no toys or games ever be brought to school that could be broken, damaged, lost or taken by someone else. The school will not be responsible for damage or loss.
- Unacceptable items or items students are being irresponsible with will be held until the end of the day in the office. The student will then be responsible for taking that item home and leaving it at home. If the item is considered dangerous in nature, parents will need to pick up the item in question.
- Parents should be most discretionary in sending jewelry, valuables or money. These items are always best left at home. The school will not be responsible for valuables brought to school by students. If large sums of money must be sent to school with a student, it is advised that the student turn it in to the office for safekeeping.
- For safety purposes, cell phones/Smartphones and Smartwatches will not be allowed to be worn or carried by the student. They must be turned off during the school day and kept in the student's locker. Students may use cell phones/smartphones on regular school bus routes in case of an emergency. Student use of cell phones/smartphones on extracurricular and/or school field trips is permitted only with the approval of the supervising school official. If this privilege is abused, cell phones/smartphones may be confiscated from the student and returned to the parent or guardian. For safety reasons, cameras are not allowed at school unless supervised by teachers. It is too easy for inappropriate photos to be taken in restrooms and locker rooms and placed on the internet. Some cell phones/smartphones are equipped with cameras but if cell phone/smartphone rules are followed that should not be a problem, as the phones will be turned off and out of sight. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting" is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone/smartphone.
- Stuffed animals, dolls, fidgets, or toys are not allowed at school. These items will be confiscated.

## **GRADING & PROMOTION**

Student report cards are posted on Skyward Family Access on a midterm and quarterly basis. For questions regarding grades, please contact the classroom teacher. Grade cards will be distributed at the first Parent-Teacher Conference of the year and the last day of attendance. Teachers will notify parents prior to report card time if a student's grades are in need of improvement. Parents are encouraged to check their Skyward Family Access account frequently for grade updates.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. **Parents will be notified of this concern in January and will meet with the LGS Team in regards to their students progress and promotion.**

## **GUIDANCE & COUNSELING**

The CUSD#2 school counseling program is a comprehensive program that works to provide the best possible support for students. It is proactive, part of the school culture and involves the student, parents, and teachers, either individually or in groups. It is developmental, in that it addresses a student and parent's unique needs during his or her particular year in school.

## **COUNSELOR SERVICES**

All students are assigned counselors at their respective building and grade level. The counselors are the student's advocate in the school and collaborate with students, families and teachers to ensure that each student has an enriching school experience. Counselors meet with students to discuss short-term counseling, social and behavioral concerns, community referrals, career resources and information, chronic attendance concerns, problem solving issues, overall academic progress, academic planning, group counseling referrals, and college information.

## **HARASSMENT PREVENTING BULLYING, INTIMIDATION, (Sexual) HARRASSMENT & SUICIDE AWARENESS**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

(1) During any school-sponsored education program or activity. (2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. (4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers:**

Jason Stark, Principal  
507 West Condit St.  
Robinson, IL 62454  
618-544-2233

Jamie Rains, Special Serv. Dir.  
204 West Highland  
Robinson, IL 62454  
618-544-5837

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains students and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **INTERNET WEBSITE THREATS**

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school may be disciplined by the school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **HEALTH AND FIRST AID NURSE**

A school nurse is available at Lincoln Grade School and her office phone number is 544-3315. The school nurse is responsible for keeping records on students' school physical examinations, dental and eye exams, immunizations, and hearing and vision screenings. She will check to see that all students have their physical examinations and that their immunization records are up to date according to state requirements. All minor accidents or health problems are taken care of by office personnel.

## **INJURY/ILLNESS**

If a student is injured or becomes ill at school, that student should report to the supervising teacher in order to be referred to the school nurse or office personnel. Parental notification concerning illnesses or injury will be determined by the nurse or office personnel.

## **STUDENT MEDICATIONS**

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

If it is necessary for a student to bring medication to school, the following guidelines should be followed:

### **Over-the-Counter Medication**

Pain medication, cough syrups, or non-prescription medications to be taken at school shall be brought to the office with a note from the parent/guardian requesting its use, directions for usage, and who is to take the medications, with supplies not to exceed what is to be taken in three days. Medicines must be sent in small, unbreakable containers, clearly labeled with the student's name. Without instructions to the contrary, unused medicines will be thrown away. Only the nurse or office personnel may dispense medications.

### **Prescription Drugs**

Written orders are to be provided to the school from a physician detailing the name of the drug, dosage and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school district.

A written request from the parent/guardian of the pupil to the school district, together with a letter from the physician indicating the necessity for the medication during the day, the type of diseases or illness involved, the benefits of the medication, the side effects and an emergency number where they can be reached. Both letters shall be placed in the pupil's temporary file.

Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The initial dose of the medication at school must be administered by the school nurse. If subsequent medication must, by necessity, be administered by a professional other than the school nurse, the nurse should provide the necessary information for the administration of the medication, including the detailing of any possible side effects. The school nurse shall prepare a written statement to the building administrator as to the side effects of the drug, if any, and a copy thereof shall be placed in the pupil's temporary file. The use or possession of medical marijuana by students while at school is prohibited.

The school district retains the discretion to reject requests for administration of medications.

## **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: (1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child. (2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers. (3) Sign the Diabetes Care Plan. (4) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Building Principal.

## **HEAD LICE**

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

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

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will be determined by the classroom teacher.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician, physician assistant, or advance practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

*For information on home or hospital instruction, contact the building principal at 544-3315.*

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

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

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please contact the office regarding any additional services that might be available.

## **IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

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

Entering Pre-Kindergarten (Get Set) and ECE classes;

Entering Kindergarten or the first grade;

Entering the sixth and ninth grades; and

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

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

### Dental Examination

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

Eye examination and dental examination requirement waiver forms are available in each school's office.

### Exemptions

A student will be exempted from the above requirements for:

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

## **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed.

## **INSURANCE**

School insurance is available for purchase to all students. An informational packet/letter is available in the school office.

## **LIBRARY BOOK POLICY**

Children are responsible for books that are checked out of the library. The child should inform the librarian if a book is damaged or lost while checked out in the student's name. The librarian will decide if replacement is necessary due to damage or loss. If replacement is necessary, parents will be notified of the price for the library reimbursement. Books that are lost will require payment.

## **LOST AND FOUND**

Lost and found articles should be turned in to the school office where such articles may be redeemed upon description. All articles not claimed at the current school year's end will be discarded. Please label all personal articles with the student's name.

## **MAKE-UP WORK**

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

## MANDATED REPORTERS

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

## PARENTS

Parents are our student's most positive influence. Parent's support, guidance, encouragement and cooperation are essential. Parents are encouraged to visit school from time to time, conference with their child's teacher(s), and discuss the positives of their student's school life. The need to work together is imperative. Parent-Teacher Organizations are vital parts of enhancing this unity.

**Students should not arrive before 7:40, nor should they be habitually tardy. The school doors will not open until 7:50 AM. Supervision of students begins at 7:40.**

Parents are asked to give their child the responsibility of walking into the school unassisted when arriving and departing the building at dismissal. Arrangements can be made if necessary to pick up your student in the office at dismissal.

## PARKING

The school has parking available on the West side of the building, North side of the building on Poplar Street, or in the visitor parking lot across the street on the North side of the building. Vehicles MAY NOT be parked in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## PARTIES

Special classroom events and birthday parties are at the discretion of the classroom teacher. **If bringing in treats, parents/guardians may only bring store bought items sealed in a package.** It has been suggested that instead of treats, a gift for the classroom, such as games to play during inside recess, markers, crayons, etc., is a more appropriate way to honor a child's birthday. Please contact the teacher to make arrangements for any type of party. If school is cancelled on any day a party is to take place, the party will be cancelled.

## P.E., RECESS & PLAYGROUND RULES

All Lincoln Grade School students will have PE/recess periods during the day. All students will be expected to go outside during the playtime unless the weather is inclement, the student has a medical excuse, or a disciplinary action is in effect. If a student has a medical excuse for staying inside, parents should send a note to the nurse for each day the child is to stay in from play. There must be a medical reason. **THREE OR MORE days of staying inside will require a doctor's excuse.** If the weather is severe, students will remain in their classrooms or in the gym with activities established by the teacher. A temperature of at least 20° F, with wind-chill, will be a determining factor. Please have students dress appropriately. (Hats, gloves and coats that your child can manage for cold weather. Boots when necessary. Umbrellas will not be permitted on the playground.)

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individual Education Program.

## PLAYGROUND/RECESS RULES

1. **No outside balls/equipment - only playground balls/equipment provided by LGS will be allowed in the building and on the playground.**

2. **No stunting/gymnastics/cheer of any kind will be allowed on the playground.**
3. **Shoes are required in and out of the building at all times.**
4. **No climbing up on any slide. Also, no sitting at the top of the high curly slide**
5. **No standing on the picnic tables or benches, this includes the benches attached to the tables.**
6. **No throwing rocks.**
7. **Swings are for swinging correctly.**
8. **ALWAYS ask permission before going outside of the fence to retrieve a ball!**
9. **Do not talk to anyone outside of the fence.**
10. **No bouncing the playground balls on the side of the building, especially during classes.**
11. **No “play fighting” allowed.**

## **P.E. EXEMPTIONS**

In order to be excused from participation in physical education, a student must present an appropriate excuse from their parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. A parent request for a student to refrain from PE will be honored for three days but after that, the student must have a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. Students that cannot participate in PE due to a medical reason are not allowed to participate in recess. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for he or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or (a) they have an IEP, (b) are participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents their participation in the physical education course.

State law prohibits the Robinson CUSD #2 from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of Robinson CUSD #2.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

1. The time of year when a student’s participation ceases; and
2. The student’s class schedule.

Lincoln Grade School will follow the instructions of the student’s physician in regards to PE and recess. LGS has the right to withhold a student from PE/recess based on the Nurse and Administrator recommendation. Students that have a medical issue that limits the use of certain parts, may be excluded from PE/Recess due to their own safety and well being.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Robinson CUSD #2, 1301 N. Allen St., P.O. Box 190, Robinson, IL 62454.

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

## **RECOGNIZING & AVOIDING SEXUAL ABUSE COURSEWORK NOTIFICATION**

Proposed coursework for students dealing with recognizing and avoiding sexual abuse will be reviewed by the administration approved by the Board of Education and communicated to the parents. When coursework is approved, parents will be notified in writing and asked to grant or deny consent for their child’s participation.

## **RELEASE TIME FOR RELIGIOUS TEACHING**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## **REMEDIATION**

The Board of Education recognizes that part of the responsibility of teachers and principals is to assist students in improving classroom achievement. When a student's performance drops below minimum acceptable grade level standards and failure is anticipated, it becomes the responsibility of the classroom teacher to identify that student and confer with the building principal as to the feasibility of initiating an Academic Remediation Plan (ARP).

When an ARP is determined to be appropriate, parents/guardians will be notified by certified/signed receipt mail and a conference will be held with teacher(s) and parents/guardians to draw up an ARP, minimum acceptable standards for the student's success. The ARP will list student information, areas of concern, strengths, short and long term goals, and commitment signatures of parents/guardians and teacher(s). At the end of each succeeding quarter, the plan will be reviewed by the teacher(s), parents/guardian, and possibly the student. If goals have not been met, a new remediation plan will be established.

## **RETENTION POLICY**

Final determination of retention will be made by the building principal following consultation with the classroom teacher. The State of Illinois has mandated school districts no longer recognize social promotion. Robinson Community Unit School District #2 will follow the guidelines adopted by the state.

The LGS Team will meet with the parent/guardian in January to discuss their students progress/promotion and the final decision for promotion or retention will be made by the last day of the academic school year. Parents/Guardians of those students being retained will meet with the Principal.

## **SAFETY DRILL PROCEDURES & CONDUCT**

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

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served every school day from 7:50 a.m. to 8:15 a.m. Lunch is served every school day from 11:15 a.m. to 1:15 p.m., except when there is an earlier dismissal.

Current lunch and breakfast prices can be found on the district web page at [www.robinsonschools.com](http://www.robinsonschools.com) and on the monthly menus. Free and reduced applications apply to all meals and are available at registration or at any school.

Each student will have a student ID card that can be used for breakfast, lunch or milk. Students may pay for meals by the week, month or year. Money will be deposited into accounts once per week. **DO NOT PAY FOR MEALS OR MILK ON A DAILY BASIS.** When the student's account is low on money, a notice will be sent home. Parents may also check their students account information through the home access option made available to them in Skyward. Parents may call the school office to put a hold on any ala cart or extra milk purchases.

**Parents are strongly encouraged to keep a positive balance in your child's lunch account. Notification will be sent home regarding a negative balance in your child's account. If accounts remain delinquent, the account may be referred for collection.**

Menus are prepared monthly and sent home with students. They are also posted on [www.robinsonschools.com](http://www.robinsonschools.com) under the Lincoln Grade School menus section.

A student may bring their lunch if they desire to do so. **No carbonated drinks are permitted.** Extra milk may be purchased at an additional cost. Lunch may be charged if money is forgotten. **No FAST FOOD is allowed.**

It is inappropriate to bring fast food lunches to be eaten at school. Families are asked to refrain from picking a child up to go out to eat as it can disrupt a student's school day.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 544-3315. An appropriate plan will be made to accommodate the student's needs.

## **SCHOOL DRESS CODE/STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, hoodies on heads, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **SCHOOL SAFETY**

All exterior doors to Lincoln Grade School are locked during school hours. This is for the safety of your child. All parents picking up children during the day must notify the office and come to the front door to obtain their child. Additionally, parents, we need your help. Please take a moment to discuss the issue of school safety with your students(s), but particularly remind him/her of the following two discipline categories:

1. Students cannot make verbal and/or implied threats to teachers and/or other students which could alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'll kill you," "I'm going to bomb this place," or other comments that may be construed as threats to the safety of our students and staff members will not be allowed. Similar to airport check-in-points, implied threats will be taken seriously. "Kidding around" about shooting someone is not appropriate in our society and must not be allowed in our schools.

2. Students cannot bring toy guns and/or look-a-like guns to school. Particularly, at all grade levels, students should be reminded that their toy (look-alike) guns cannot be brought to school under any circumstances.

Obviously, the District's policy on real weapons will continue to be strictly enforced.

This request is given to all students/parents/guardians with hopes of preventing situations where students may act before they realize the seriousness of the consequences related to the above situations. Our teachers and other staff members have also been asked to emphasize the above issues with students. Most importantly, when students hear of potentially dangerous situations, they must feel comfortable in communicating these conditions to their parents and/or teachers.

## **SCHOOL VISITATION RIGHTS**

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

## **SCHOOL VOLUNTEERS**

All school volunteers will be required to report to the office to sign in and receive administrative approval before reporting to their respective areas. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. **Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.**

## **SEARCH & SEIZURE**

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

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

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

### Seizure of Property

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

## **SEVERE WEATHER/EMERGENCY SCHOOL CLOSINGS**

In case of severe weather or other emergency conditions, official announcements will be broadcast over WTAY/WTYE radio station. Time permitting; announcements will also be broadcast on WTHI and WTWO television stations. Please listen before school and during the day as the weather changes. PLEASE DO NOT CALL the school to ask about closings. During those times, it is important to keep our telephone lines open to make arrangements.

## **SEX OFFENDER NOTIFICATION LAW**

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

## **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

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

## **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades 3 - 5 will take the Illinois Assessment of Readiness (IAR) with dates to be determined at a later time. Fifth grade students will also take the Illinois Science Assessment. Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **STUDENT PRIVACY PROTECTIONS**

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

#### Instructional Material

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

#### Illinois Student Online Personal Protection Act, or SOPPA

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

## **STUDENT RECORDS**

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

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.**

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information.**

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

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

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

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

## **TEACHER QUALIFICATIONS**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

## **TELEPHONE**

A student wishing to use the telephone must obtain permission through the office staff. The telephone will be used for emergency calls only. Calls for homework will be permitted on a case by case situation.

## **VIDEO & AUDIO MONITORING SYSTEMS**

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

## **VISITORS**

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

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Minor peers and relatives will not be permitted to accompany students to school or visit with students during the day. Basically, all doors are locked including the main entrance. Thank you for your cooperation in helping us secure a safe environment for our students.

## **DISCIPLINE & STUDENT BEHAVIOR**

**Lincoln Grade School expects appropriate behavior during the regular school day and at any school-related activities. We will not tolerate or condone inappropriate behavior or infractions of rules and Board of Education policy. The discipline outlined in this policy will be enforced, and students may also be prevented from attending school-sponsored activities such as field trips if warranted by their behavior. Threats and physical violence will not be tolerated. Police may be notified for any offense, and will be notified in all cases of illegal drugs.**

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education (ISBE) Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Definitions of Disciplinary Actions**

Time-out: The student is isolated to allow time to regain composure.

**Detentions:** Detentions may be assigned by the classroom teacher or administration for those students with undesirable behavior. Detentions are for a period of time, not to exceed 75 minutes after school.

**Directed Study:** The student is excluded from the routine school day and shall remain in an isolated area. Parents or guardians will be notified by phone (when possible) and by mail.

**Out-of-School Suspension:** Removal of a student from school for a specified number of days, not to exceed 10 days for any one offense. Parents/guardians will be notified by phone (when possible) and by mail.

**Expulsion:** Removal of a student from school by the Board of Education for more than 10 days.

## **SUSPENSION & EXPULSION**

Authorization is given to the Superintendent and/or Principals of the high school, middle school and grade schools to suspend pupils guilty of gross disobedience or misconduct not to exceed ten school days, and no actions shall lie against them for such expulsion or suspensions in accordance with Section 10-22.6 of the School Code of Illinois: note rules section for specific examples. School authorities will follow state regulations concerning due process.

Lincoln Grade School uses two types of suspension. One type being Directed Study, the other being out-of-school suspension where the student is sent home. The administration may use either one of these forms of suspension depending on the seriousness of the discipline problem and the number of infractions.

While under out-of-school suspension or expulsion, students shall not be permitted to attend school activities or access the school campus unless they are in the direct supervision of their parents (with them all the time.)

We recognize that any list of misbehaviors and consequences cannot be all-inclusive. Therefore, any misbehavior or consequences not included in the handbook will be dealt with appropriately by the certified staff of your child's school.

The principal reserves the right to reduce any consequences.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens and other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Inappropriate touching: This includes physical touching without the person's permission and purposefully revealing the private areas of a person's body. No public displays of affection including kissing, holding hands, hugging, etc. will be allowed.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.

3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Directed Study.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay

protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations.

#### **National Suicide Prevention Lifeline**

Call or text 988

Crisis Text Line

Text HOME to 741741

Safe2Help Illinois

Call 844-4-SAFEIL (723345)

Text SAFE2 (72332)

**Lincoln Grade School's Student Handbook will be updated periodically as deemed necessary. Policies within this handbook reflect those set forth by the Community Unit #2 Board of Education.**

***SOME CHANGES MAY OCCUR DURING THE SCHOOL YEAR. PLEASE BE SURE TO CHECK THE ONLINE PUBLICATION FOR ANY UPDATES OR CHANGES.***