

**2010 – 2011**  
**DISTRICT HANDBOOK**

## **FOREWORD**

It is the philosophy of East Alton School District 13 that the primary purpose of school is to offer each child a multitude of educational experiences, which will equip the child with the skills and attitudes the child needs for responsible citizenship. We recognize that children learn in different ways and at different rates and that we must help them develop a respect for their world and provide opportunities for engaging in meaningful activities that foster sound, critical thinking, encourage exploration, and allow for educative development. We recognize that initiative, originality, and independence are precious qualities in children, which must be preserved and enhanced to the fullest.

## **ADDRESS TO THE PUBLIC**

East Alton Elementary School District 13 encourages parents and other concerned citizens to visit the school buildings in the District; however, the District requires that certain guidelines be followed concerning the proper attire and conduct while on school premises.

Upon entering the school building, State Law requires visitors to immediately report to the Principal's office. They are to state the nature of their visit and obtain permission from the office before proceeding further.

It is expected that those entering the building will come dressed in appropriate attire. As has been stated in other public notices - "NO SHIRT, NO SHOES - NO SERVICE". Those who enter the building without the proper clothing will be asked to leave.

It is also required that, while on the premises, parents conduct themselves properly. During any meetings or discussions with principals, teachers or other school personnel, it is mandatory that parents refrain from the use of profanity and obscene gestures or actions. Inappropriate behavior will not be allowed while on school property.

When visiting their child's school, parents are encouraged to remember they are setting an example for their children as to how the students should dress and conduct themselves during their school days and beyond.

## **GENERAL DISTRICT INFORMATION**

The East Alton District #13 Handbook is a summary of the district's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.easd13.org](http://www.easd13.org) or located at the:

### **East Alton District #13 Central Office**

210 St. Louis Ave.  
East Alton, IL 62024  
618/433-2051

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

- Mrs. Margaret Foiles, President
- Mr. Keith Trout, Vice President
- Mr. Dana Graham, Secretary
- Mr. Ken Harmon, Member
- Mr. Lonnie McCoy, Member
- Mrs. Maggie Moorefield, Member
- Mr. Marvin Peterson, Member

The School Board has hired the following individual to operate the schools:

- Mr. Virgil Moore, East Alton District # 13 Superintendent

### **ABSENTEEISM AND MAKE-UP WORK**

If your child will not be able to attend school, please call the school office where your child attends by 9:00 a.m. to inform the principal why the student is absent.

Make-up assignments will not be sent home on one- day absences (the teacher will do this when child returns).

Two or more days absence - the parent must request through principal's office for assignments and the teacher should be given a school days notice for preparation (to receive assignments the same day, the request must be made before 9:30 a.m.)

### **ASBESTOS MANAGEMENT PLANS**

A copy of the Asbestos Management Plan for the elementary school your child attends in East Alton Elementary District 13 is available in the Central Office and the Principal's office in each building. This plan is available for public inspection. If you wish to review the document, we ask that you call the Principal's office to make an appointment.

The Asbestos Management Plan for the elementary school your child attends includes results of the required inspection performed by John Mathes and Associates, Inc., and records relating to the removal of asbestos containing material found by inspection.

The asbestos containing material identified by the inspection was removed at East Alton Middle School and Eastwood Elementary School during the summer of 1989 and at the Washington Elementary School and Lincoln Elementary School during the summer of 1990. A required three-year inspection confirmed that the asbestos had been removed. There exists the possibility that some of the pipe runs inside the walls are covered with an asbestos containing material. However, this material is accessible only through renovation or demolition.

A record of all activities related to or affecting the asbestos containing materials within the school will be kept as a part of the ongoing Management Plan. You will be informed at least annually of any changes in the status of any asbestos materials and the availability of the Management Plan for review.

We ask your cooperation with the school staff in our efforts to manage the plan in order to minimize the health risk to yourself, your children, and the school occupants. We are committed to insuring a healthy learning environment for our students, parents and staff.

### **ATHLETIC CODE OF CONDUCT**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Please see East Alton Middle School Handbook for further information.

## **BUS TRANSPORTATION**

East Alton District# 13 provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat (Assigned seating may be provided by the driver) and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows unless permission is given by the driver.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time. Please stay back from the bus "three large steps" until the bus comes to a complete stop for loading. Please report any bus stop concerns or questions to the bus driver. Please report any bus stop concerns or questions to the bus driver.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

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

of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses 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 Mr. Doug Bogert, Transportation Director at 433-2277.

### **CURRICULUM COMPLAINTS**

Any parent/guardian or taxpayer who desires to make a formal complaint concerning any curriculum area may file a formal written complaint. In order to file such complaint, the individual should contact Jill Miller, Instruction and Curriculum Coordinator at Eastwood School, or the Central office to obtain the correct form.

### **DISASTER PREPAREDNESS**

The following tornado disaster plan has been established statewide and the District 13 schools are a part of this plan.

The Department of Public Safety (State Police) has been delegated the responsibility of disseminating Warnings to the Office of the Sheriff of each county and to state officials. After emergency messages are received the following plan for tornado or severe weather goes into effect:

**A. WATCH - (conditions exist that may spawn a tornado).**

1. Tornado and/or severe watches are issued by the U.S. Weather Bureau.
2. Teachers and appropriate personnel notified.
3. Storm in vicinity.

**B. WARNING - (tornadoes reported in area).**

1. When tornado appears to be missing school.
  - a. Principal keeps track of storm.
  - b. Personnel notified but remains in positions.
2. When tornado is expected to hit school.
  - a. Give "take cover" alarm and teachers take students to assigned area.
  - b. Students assume protective positions and remain until safe to move.
  - c. Some doors and windows on side opposite storm should be left open.
  - d. Turn off electricity and gas.

**C. WATCH, WARNING OR THREATENING WEATHER AT DISMISSAL TIME.**

1. Students will be kept at school until weather permits them to leave.
2. Students may be released to parents or legal guardians who call in person for their children.

**D. TORNADO - (no warning).**

1. Students "take cover" under anything that gives protection.
2. All personnel stay clear of windows or glassed in areas.

### **DISCIPLINE**

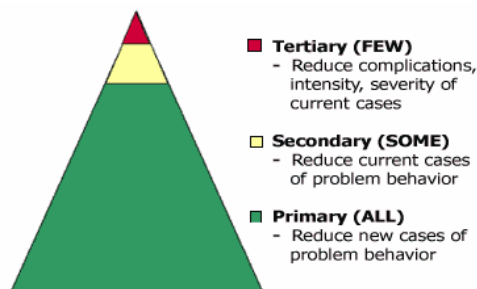
Teachers and other certified educational employees shall maintain discipline in the school buildings and on the school grounds (Article 24-24 Illinois School Code).

All teachers are responsible for their classroom discipline and should develop discipline and behavior management techniques that would not only create an orderly climate in their classroom, but also in the total school environment.

## **EAST ALTON POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) DISTRICT WIDE PROGRAM**

PBIS is a program supported by Illinois State Board of Education to promote and maximize academic achievement and positive behavior. Positive behavioral interventions, which are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, will be used with those students who require behavioral intervention. East Alton School District 13 has adopted Positive Behavior Interventions and Supports (PBIS) as its chosen district-wide behavior intervention management system. All students in East Alton School District 13 fall within the three Tiers of PBIS:

### **3 Tiered model of student behavior in the school setting:**



#### **Tier I: 75-80% of Students**

Need for occasional teacher redirection, no serious problem behaviors displayed. Teach and reinforce students for displaying the school-wide expectations. This is the universal base-level intervention that all students in school receive and serves as a proactive intervention for students with emerging problem behaviors.

#### **Tier II: 10-15% of Students**

Need for frequent teacher redirection, moderate office referrals, poses a disturbance to the education of others. Begin using evidence-based interventions appropriate to the student's level of need. Also need to monitor the progress of the student receiving the intervention. Interventions are less restrictive at this level, and require smaller amounts of staff support (i.e. a check in-check out system with a staff member for a student with chronic lack of work completion behaviors; social skills groups; mentoring, etc.). If these interventions are carried out with fidelity, and the student continues to struggle, then consideration of higher-level interventions at Tier III is necessary.

#### **Tier III: 5% of Students**

Persistent interruptions to the class, high frequency of office referrals, suspensions/ disciplinary action taken at building or district level. At this level, the school team must convene to examine the case at hand, and conduct a Functional Behavior Assessment (FBA). Community referral and involvement may become necessary at this point, and IEP-level services should be considered.

#### **Interventions available to each teacher at the classroom level:**

1. Positive reinforcement
2. Quick response to and management of the behavior
3. Redirection
4. Modeling of positive behaviors
5. Positive behavior support plan/ IEP level Behavior Management Plan
6. Contract system/token economy/sticker chart= working toward a positive reward
7. Modification of instruction/classroom setting
8. Administrator/social worker intervention

Students at Tiers I and II generally are able to reshape their behavior through the use of these interventions. When a student appears to be approaching Tier III, more intensive interventions are necessary. The following interventions are commonly used at Tier III:

1. Behavior Support Plan
2. Self monitoring/Self management card
3. Referral to student assistance team
4. Phone calls home
5. Request that the student leave the classroom and proceed to the office
6. Student is escorted to the office by teacher or administrator
7. Convene school Student Assistance Team and formulate FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan).
8. Implement school wide Crisis Intervention plan for escalating/dangerous behaviors
9. In school suspension
10. Out of school suspension

### **ENGLISH LANGUAGE LEARNERS**

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact Jill Miller/Curriculum Instruction Coordinator at 433-2103.

### **ENTRANCE REQUIREMENTS**

1. A child who will be **five** years of age by **September 1** may be admitted to **kindergarten** at the opening of the school term.
2. A child who will be **six** years of age by **September 1** will be admitted to **first grade** at the opening of the school term.
3. A child shall be accompanied by a parent or guardian. A legal birth certificate will be required in order to enroll.
4. Proof of residency will be required for all new or re-entering students to the district. Proof of residency accepted by the district is one (1) document from the list below:
  - ❖ Most recent property tax bill and proof of payment, e.g. cancelled check or form 1098 (homeowners)
  - ❖ Mortgage papers (homeowners)
  - ❖ Signed and dated lease and proof of last month's payment, e.g. cancelled check or receipt (renters)
  - ❖ Letter from manager and proof of last month's payment, e.g. cancelled check or receipt (trailer park residents)
  - ❖ Housing letter (military personnel)
  - ❖ Letter of residence to be used when a person seeking to enroll a student is living with a District resident (7:60-E2)
  - ❖ Driver's license
  - ❖ Vehicle registration
  - ❖ Voter registration
  - ❖ Most recent cable television and/or credit card bill

- ❖ Current public aid card
- ❖ Current homeowner/s renters insurance policy and premium payment receipt
- ❖ Most recent gas, electric and/or water bill
- ❖ Current library card
- ❖ Receipt for moving van rental
- ❖ Mail received at new residence

### **Fines, Fees, and Charges; Waiver of Student Fees**

Each 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. As 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 were 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.

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

### **FOOD SERVICE**

The school breakfast and lunch programs are considered integral parts of the total education program. Every effort is made by staff to provide attractive, wholesome, well-balanced meals. Recent research by the University of Minnesota has proven a direct correlation between nutrition and learning ability. By considering these programs as a part of the educational program, it is hoped that the pupils will develop a better understanding about food and its contribution to health and well-being. To foster this goal, special events such as health fairs and nutrition skis are featured. The ideas of thankfulness and table manners are some of the social skills taught. Teachers are responsible for integrating these and other phases of the program into classroom activities.

Free and reduced-priced lunch and breakfast are provided for qualifying students. A letter and application form has been provided to all students to inform parents of the district policy concerning "Meals for Needy Children". This information and application is provided whenever a new pupil is enrolled.

Parents/Guardians may pay for their child's meals in advance by sending a check or cash to the school. The amount will be credited to the child's meal account and charges made against the amount when the child utilizes the food service. Parents/Guardians will be notified, when the account reaches a minimum level, to allow more funds to be deposited. Parent/Guardians may request a printed copy of their child's account. Daily meals may be also paid each day as the student goes through the service line in the cafeteria.

## GUIDANCE

Two East Alton District # 13 social workers are available for students who require additional assistance.

### HEALTH SERVICES

**Please Access all Health Information on our East Alton District #13 website  
[www.easd13.org](http://www.easd13.org)**

The school nurse follows the Illinois Department of Public Health (IDPH) *Communicable Disease Guide* for the control of communicable diseases. Fever, vomiting, and/or diarrhea are warning that all is not right with the body. It is the recommendation of the school and the IDPH that you not allow a child to return to school until he/she has been **free of symptom(s) for at least 24 hours** without the use of medication.

Students becoming ill or involved in an accident during the school day must report to their teacher first. The teacher will then send student to the school nurse or the office. If it is necessary to go home, school authorities will inform parents/guardian.

#### Physicals and Immunizations

Returning students must comply with this policy by the **first day** of attendance or they shall be excluded from school. **Health examinations and immunizations are required of all pupils entering preschool for the first time, kindergarten or first grade, and sixth grade. NO APPOINTMENT CARDS ARE ACCEPTED.**

Students who participate in any extra curricular activity/sports must have a physical examination and be certified physically fit to participate in that activity. This certification must be on file at school office.

#### Dental Examinations

All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination. Each child shall present proof of examination by a dentist prior to May 15<sup>th</sup> of the school year. School dental examinations must have been completed within 18 months of the May 15<sup>th</sup> deadline.

#### Vision Examinations

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

#### Dog Bites/Animal Bites

On or off school property are reported to Madison County Animal Control as required by law.

#### Hearing and Vision Screenings

The State of Illinois mandates the following grades to be screened for vision and hearing each school year:

**Vision Screenings:** preschoolers, kindergarten, second, eighth, special education and new students.

**Screening is not a substitute for a complete eye and vision evaluation by an eye doctor.**

**Hearing Screenings:** preschoolers, kindergarten, first, second, third, special education, and new students.

After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request a student to be screened by contacting the school nurse.

**Parents Right to Object to Physical Examinations, Immunizations or Screenings:**

A student may be exempt from the district physical and dental exams, immunization requirements, or screenings on religious or medical grounds if the student's parent(s)/guardian present to the superintendent, Mr. Virgil Moore, stating explanation of objection. A student may be exempt from the above on medical grounds if a physician provides written verification.

#### **Hearing and Vision Impaired Students**

Parents will be notified of the services provided from special state schools for students who are deaf, hard of hearing, blind or visually impaired by the Regional Vision Itinerate Teacher.

### **Medications At School**

Students are not to carry **any** medicines with them to school whether they are over the counter, non-prescription or prescription. This includes eye drops, nasal sprays, Tylenol, etc. Certain children with asthma or life threatening allergies may carry medicine with them after physician and parent/guardian have completed the *Medication Administration/Self Administration Consent Form*.

### **Administering Medications to Students**

“Administration of medication to students during regular school hours should be discouraged unless absolutely necessary for the critical health and well-being of the student.” Sec. 10-22.21b, Administration of Medications.

### **Definitions**

- *Prescription medication means any medication prescribed by a licensed physician or dentist.*
- *Non-prescription medication means any medication that can be obtained over-the-counter.*
- *School nurse means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, III. Rev.Stat. Ch. III. Para. 3401, et seq.*

No school personnel shall administer to any student, nor shall any student possess or consume any medication until an appropriate permission form has been completed, signed, and is filed. A student may receive medication with parent and physician consent when under the supervision of a school nurse, an administrator, or certified school personnel as designated by the Superintendent after the *Medication Administration/Self Administration Consent Form* is completed. This form shall be completed by the student’s parent(s)/guardian and physician and shall be on file at the school building where the child attends. This form shall be filed prior to the dispensing of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

### **Any change in prescription orders, including stopping medication, needs a new physician authorization.**

Since school districts cannot legally require all personnel to dispense medication, this will be done on a voluntary basis.

### **Guidelines for Medication Administration**

Generally, medication at school is discouraged. Only those medications, which are necessary to maintain the student in school and must be given during school hours, shall be administered. This policy refers to both non-prescription drugs and prescription drugs.

- **An approved *Medication Administration/Self Administration Consent Form* must be completed by both the parent and the physician. The consent expires at the end of each school year or end of summer school.**
- **A responsible adult must bring the medication to school in the original package or appropriately labeled container.**
- **The parent(s)/guardian or responsible adult will be responsible at the end of the treatment regime for removing from the school any unused medication, which was brought to school for their child. If the adult does not pick up the medication by the last day of school, the school nurse will discard the medication in the presence of a witness.**
- **A new *Medication Administration/Self Administration Consent Form* must be renewed each school year.**

### **Students Who Administer Their Own Asthma Inhalers**

Students may carry their own Asthma Inhalers if parent(s)/guardian and physician authorize (unsupervised self-administration” on the *Medication Administration/Self Administration Consent Form*.

### **Epinephrine Medication at School**

Students with severe allergies that may cause an anaphylactic reaction may carry their medication (such as an EPIPEN) with them so that they have easy access in case of emergency, if parent(s)/guardian and physician authorize “unsupervised self-administration” on the *Medication Administration/Self Administration Consent Form*.

### **P.E. and Recess Excuses and Return to School**

If a student is not able to participate in P.E. or recess, the school will need a note from the physician with details and a start and stop date.

### **Head Lice Policy and Guidelines**

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the District’s policies. The District shall balance those students’ rights with the district’s obligation to protect the health of all district students and staff.

When authorized school health personnel identifies a student as having head lice or nits in their hair, attempts will be made to contact their parent/guardian to remove the student from school. A parent letter will also be sent home with the student.

The student will be excluded from school until **the day after** the first pediculicide treatment.

**Check In Procedure:** The student may return to school only when accompanied by an adult. A student will not be inspected unless accompanied by an adult. The student must be brought in before the start of the school day. Anytime after the start of the day, the parent must call the school nurse to establish a mutually agreeable time and place for inspection by authorized school health personnel. (The reason for this is the school nurse may already scheduled screenings or appointments with parents. The lunch/recess time is not a good time for the school nurse to recheck students.)

**Authorized school health personnel will inspect the student’s hair for nits/lice to obtain approval for readmission.** Upon this inspection, if one nit/egg is found, the adult accompanying the student may remove the nit/egg. If a second nit/egg is found, the student will be sent home with the adult to have all nits/eggs removed. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice and nit/egg free.

A student will be given a pass back to class to notify the teacher the student has been rechecked and is able to return to class. If a student returns to class without a pass, the teacher will send the student to the school health personnel. The school health personnel will then determine what further steps need to be taken for readmitting the student to school.

School health personnel will decide when all school screenings and individual classroom checks are needed. Administration, teachers, and staff will be consulted about day and times.

The school health personnel will make every effort to work with the student’s family to educate them on the prevention and the reoccurrence of head lice.

It is the parent’s responsibility to check your child for nits/lice on a regular basis (minimum weekly) and report any cases to the school. Parents/guardians and the school must work together to deal with this situation.

Students absent for ten (10) days of unexcused absences, as a result of head lice and/or nits, will be reported to the Madison County Truant Office.

## **BLOODBORNE PATHOGEN PLAN**

The East Alton Elementary District 13 has developed and has in place a Bloodborne Pathogen Plan to control exposure to bloodborne pathogens. The plan is available for inspection by contacting Crystal Clark, District Nurse, or the Central Office.

## **INTERNET USER POLICY**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the electronic mail system constitutes consent to these regulations.

#### **Non-School-Sponsored Publications/Websites**

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

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

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

#### **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.

#### **NO CHILD LEFT BEHIND**

NCLB was signed into law January 8, 2002. It is the latest revision of the 1965 Elementary and Secondary Education Act (ESEA). The overall purpose of the law is to ensure that each child in America is able to meet the high learning standards of the state. The specific goals of the law, as spelled out in the *Federal Register* issued on March 6, 2002, are:

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

#### **NO CHILD LEFT BEHIND FEDERAL GRANT – USE OF FUNDS**

East Alton Elementary District #13 utilizes federal No Child Left Behind funds to provide scientifically researched based programs to increase student achievement.

Title I funds are utilized to provide a school wide Response to Intervention program at Eastwood Elementary and East Alton Middle School for all students in grades K-8 who need additional assistance in reading. Students are identified to receive Title I services based on the fall and winter benchmark assessments. Please see the Eastwood Elementary and the East Alton Middle School's handbook for additional information regarding Title I. (Parent Compact, Parent's Right to Know)

Title IIA funds are utilized to pay teacher's salaries to reduce the class size. Title IID funds are utilized to promote the use of technology in the classroom. Title IV funds support our district wide PBIS program. (Positive Behavior Intervention Supports)

If you have questions regarding the use of No Child Left Behind grant funds or programs please contact Jill Miller at 433-2103.

### **Parental Involvement (Title 1)**

Each school annually has a meeting for all Parents/Guardians, which takes place during Fall Parent Teacher Conferences.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

### **PESTICIDE APPLICATION NOTICE**

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

### **SAFETY DRILLS AND PROCEDURES**

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 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.

### **SEARCH AND SEIZURE**

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

#### **School 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.

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Please submit a written objection to the Curriculum Coordinator, Mrs. Jill Miller, 618/433-2199. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Fourth and fifth grade students will receive a written notification to parents in regards to Growth and Development curriculum.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **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 Laws**

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

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

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

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is prohibited by Board of Education policy (5.20 and 7.20). Any student, adult or employee who observes any acts or believes they have been subject to acts of sexual harassment should report it immediately to their supervisor or any individual listed on board policies 5.20 or 7.20.

## **SPECIAL EDUCATION**

### **Accommodating Students 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.

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

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. 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.

### **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.

Special classes, supportive and related services are provided to all children who are found to be eligible in the following areas:

- a) Auditory, visual, physical, or health impairment.
- b) Speech or language impairment.
- c) Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control.
- d) Deficits in intellectual development and mental capacity.
- e) Educational maladjustment related to social or cultural circumstances.
- f) Affective disorders or adaptive behavior, which restricts effective functioning.

Services for these eligible children are provided on a District, Cooperative, or Regional basis.

Parents, guardians, or individuals wishing to refer themselves, their wards or children, should utilize the following procedure:

1. Contact the building principal where the child attends school.
2. Arrange a conference with school officials to discuss concerns.

3. If a case study evaluation is requested, the school district will notify the individual by letter of any actions to be taken regarding the requested evaluation.
4. If the district decides to conduct a case study evaluation (and the parent/guardian agrees), the evaluation and Individualized Education Plan team meeting will be completed within 60 school days of the date of the referral.
5. Parent/guardians will be given written notice of the date, time and location of the Individualized Education Plan team meeting. At this meeting, the findings of the evaluation will be discussed. Recommendations for special programming will be made if indicated by the evaluation. Parents/guardians are encouraged to attend this meeting (and all meetings) in which educational decisions are made.
6. Following each meeting in which any change in programming is made, a written statement will be provided. This document describes the proposed changes(s) and allows parent/guardians ten (10) days to object to the decision.

### **Home and Hospital Instruction**

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

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

For information on home or hospital instruction, contact Mrs. Debbie Sims, Special Education Coordinator at 433-2001.

### **Rights of Handicap in Due Process**

The individual, parent or guardian has the right to disagree with the school district regarding decisions made concerning disabled children. If a disagreement occurs, a Due Process hearing may be requested. Individuals requesting a hearing are to contact the school district superintendent.

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

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

### **STUDENT INSURANCE**

A group plan of pupil accident insurance is being made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through grade eight. . Necessary forms for enrollment have been provided to each child.

## STUDENT PRIVACY PROTECTIONS

### Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school 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 portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

### CONFIDENTIALITY

The School Board supports the need of educational records being kept for each pupil that will reflect the inter-relationships of the physical, emotional, and social aspects of a child's development in the educational process. The need for regulations governing the collection and dissemination of information in such records is a recognized responsibility of the Superintendent who will seek the advice of the professional staff.

### CUMULATIVE RECORD

A cumulative record shall be maintained for each pupil from his entrance into school through the eighth grade. Such records may be used for only for the benefit or welfare of the pupil.

All material in each cumulative record shall be treated as confidential according to the following guidelines:

1. Schools shall establish procedures to verify the accuracy of data and to destroy periodically information no longer needed.

2. Parents may have full access to, and the right to challenge the accuracy of, data on their children, but no one but school personnel and parents should have access to pupil data without either a subpoena or the written permission of the student and his parents.

## DISSEMINATION OF STUDENT RECORDS

### **I. DEFINITIONS**

A. PUPIL RECORDS - Any materials concerning individual students maintained in any form by the Board of Education or employees thereof.

B. CUMULATIVE (PERMANENT) RECORDS - Official administrative records that constitute the minimum personal data necessary for operation of the educational system such data includes identifying information (student's name, birth date, sex, name and address of parent or guardians), academic work completed, level of achievement, grades and attendance data. Health records, including immunization records and physicals, are a part of the permanent records of all students.

C. TEMPORARY RECORDS - Temporary data, verified information of clear importance but not absolutely necessary to the school in helping the child or protecting others. These include scores on intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher and counselor ratings and observations, verified reports of serious or recurrent behavior patterns, psychological referrals, psychological evaluations and special education placement documents.

D. DIRECTORY INFORMATION - The following information concerning a student may be released for publication in the school's yearbook or directory, however, the eligible student, parent or guardian have a right to deny such publication by filing in the Office of the Superintendent of Schools on or before October 1 of each year a statement in writing denying the publication of such information:

1. Name and address
2. Date and place of birth.
3. Major field of study.
4. Participation in school sponsored activities.
5. Weight and height of members of athletic teams.
6. Period of attendance in school.
7. Degrees and awards received.
8. Previous schools attended.

### **E. ELIGIBLE STUDENT**

1. For purposes of this policy, a student becomes eligible to sign a request to see his or her own records at the age of 14.
2. At the age of 16 years a student becomes eligible to sign a release for his or her records.
3. Between the ages of 14 and 18 years (or upon the student's enrollment in an institution of post- secondary education) both the student and the parent or guardian may sign a release of the student's records.
4. At the age of 18 years (or upon enrollment in an institution of post-secondary education) the student alone is eligible to sign documents relating to access or release or to initiate or pursue procedures and to contest or expunge his or her records unless he is a dependent student as defined in the Internal Revenue Code of 1954, which case the parent or guardian retains coextensive rights with the student.

## **II. NOTIFICATION OF RIGHTS**

A. This school district shall annually, at the beginning of the school term, notify parents, guardians and students of the following:

1. The types of records pertaining to students kept by the school and school employees.

2. The school employees having custody of each type of records and the persons normally having access to those records.
3. The policy of the school for reviewing and expunging the records.
4. The rights of access and the procedures established by the school to gain such access
5. The procedures for challenging the contents of the records.
6. The categories of information designed as "directory information".

B. The above information shall be given by inclusion thereof in this student handbook.

### **III. PROCEDURES TO VIEW STUDENT RECORDS.**

- A. A parent, guardian or eligible student desiring to view student records shall prepare and sign a request form provided by the school district and shall present same, either in person or through the U.S. Mail to the Office of the Superintendent of Schools.
- B. The Superintendent or a person designated by him will notify the parent, guardian or eligible student of the time and place for viewing the records requested, which time shall be no more than 45 days after submission of the request.
- C. The Superintendent or person designated by him will require that appropriately trained professional personnel be present to provide assistance necessary or desirable to enable the parent, guardian or student to be fully informed of the nature of the records.

### **IV. PROCEDURE TO CONTEST, CORRECT OR EXPUNGE RECORDS.**

- A. The parent, guardian or eligible student may make an oral request for the correction or removal of information to the Superintendent or the person designated by him. If the oral request is denied by the Superintendent or person designated by him, the parent, guardian or student may file a written appeal of such decision, which written appeal shall contain:
  1. The name and birth date of the student.
  2. The specific change requested.
  3. The reasons for the change.
- B. When a written appeal is made, an answer in writing shall be given by the Superintendent or person designated by him within 30 days of the filing of the appeal. The answer shall contain reference to the appeal by date and student name and birth date and contain the Superintendent's decision which may be:
  1. Acceptance and a statement that the requested changes have been made.
  2. Partial acceptance and a description of the partial change made.
  3. Rejection of the appeal and reasons for such rejection.
- C. If the person filing the written appeal, is not satisfied with the decision of the Superintendent, he or she may:
  1. Request that a written statement contesting the record be placed in the student's folder as a part of the official student record, or
  2. May request a formal hearing. A formal hearing may also be requested in the event the request to place a written statement in the record contesting some portion of the record is denied.
- D. The request for a formal hearing shall be in writing, shall be dated and include the name and birth date of the student whose records are in question, a specific reference to that part of the record being contested, shall state the change requested and the reason or reasons for such change.
- E. The Superintendent of Schools or a delegate from the school designated by him, who does not have a direct interest in the outcome of the hearing, shall conduct a formal hearing within 30 days of the date of the written request at which hearing the parent, guardian or eligible student

shall be afforded a full and fair opportunity to present evidence relevant to the record in question. The person conducting such hearing shall thereafter, within 15 days of such hearing, render a written decision, which shall be transmitted in person or by the U.S. mail, to the party requesting the formal hearing.

Following are Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
2. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
4. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Alton School District 13 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

East Alton School District 13 has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. East Alton School District 13 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. East Alton District 13 will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

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

### **STUDENT SAFETY**

A most important part of the classroom instruction dealing with student health and safety is that dealing with practicing good safety rules to and from school. This is done in cooperation with the police and fire departments. Lectures and demonstrations are given with much emphasis placed on crossing streets at the proper places and in the proper manner. The Village has been most cooperative in painting crosswalks at school crossings but it remains the responsibility of both the school and home to continually remind the children that they are to be used. Blocking these crosswalks with cars and double-parking in the street makes it very difficult, if not impossible, especially for the younger children, to observe the rules that have been established. Your cooperation is requested.

### **TEXTBOOK LOAN**

East Alton District # 13 participates in the Illinois Textbook Loan program. The Illinois Textbook Loan Program was authorized in 1975 legislation to provide textbooks free of charge to any public and nonpublic student enrolled in K-12 grades. Illinois is not an "adoption state" and this program is not part of a funding program of that nature. Curriculum materials selections in Illinois are the decision of each school or local district. The state purchases the materials and then loans them to pupils. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. To participate, schools must be registered with the Illinois State Board of Education (ISBE) as in compliance with the compulsory attendance laws and Title VI of the Civil Rights Act. Student materials are requested by school staff from catalogs sent to schools by the various bonded publishers participating in the program. The publishers' titles include only those items that meet the definition as required by the legislation.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

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