

**2020-2021**  
**EMDEN GRADE SCHOOL STAFF**  
**Mr. Terry Wisniewski.....Superintendent**  
**Mr. Jon Leslie.....District Principal**

Lead Teacher.....Jennifer Hayes  
Kindergarten.....Dana Simmers  
Grade 1.....Bethany Trummel  
Grade 2.....Amy Johnson  
Grade 3.....JoEllen Westen  
Grade 4.....Michelle Reber & Jennifer Hayes  
Grade 5.....Corey McNeil  
Special Education.....Cari Rohlf  
Physical Education.....May Brooks  
Title I.....Michelle Reber

Art .....Rachel Jordan  
Elementary Music.....Rachel Jordan  
District Librarian.....Nichole Folkman  
Guidance Counselor.....Amanda Feltes  
Foster Grandparent .....Doris Last  
Head Cook.....Nicolette Andrade  
Cook/Dishwasher ..... April Behrends  
Special Education Dir.....Ashley Aper  
Custodian.....Rod Bridges  
Secretary.....Cleola Fletcher

**WELCOME TO EMDEN GRADE SCHOOL**

**SCHOOL ADDRESS**

P.O.Box 259 (mailing)  
309 Market St. (physical)  
Emden, Illinois 62635

**SCHOOL PHONE #**

217-376-3151

Website – [www.hartem.org](http://www.hartem.org)

Hello,

I am pleased to welcome you to the 2020-2021 school year. We have been working all summer to prepare the school and get the classrooms ready for learning. **In addition to this handbook, special rules and guidance can be found in our Re-Opening Plan on our website.** Our teachers will guide our students learning, but remember; ultimately students will decide what kind of learners and citizen they become. I encourage all our students to work hard and get all the education they deserve – because the future is on the way!

Learning starts in the classroom, but it is echoed in the home. We want parents to be partners in lessons and school events. Please get involved in the fun and challenge of our elementary school. Share your thoughts and opinions with our school board members and school administrators.

Hartsburg-Emden schools offer a “first class” education. Our teachers are caring and dedicated. I welcome your involvement and comments. Please contact me in office with any questions or concerns.

Mr. Jon Leslie, District Principal

**SECURITY**

All doors at the elementary building will be locked at all times. **Before 8:30 a.m.**, enter the building thru gym doors. **After 8:30 a.m., all people entering the building for any reason must buzz in and enter through the front door.** **Please report to the office to sign the visitor's book and pick up name tag.** If visiting the classroom, please make prior arrangements with the teacher(s) involved so the educational process is not interrupted. Discussion of individual student achievement with parents during regular class time is discouraged. PLEASE MAKE AN APPOINTMENT.

**FOR PARENTS WHO BRING STUDENTS TO SCHOOL**

For the safety of our students, please adhere to the following:

1. Drop your child off at the gym entrance on the west side of building.
2. DO NOT PARK by gym door curb – the BUS STOPS THERE!

**FOR PARENTS WHO PICK STUDENTS UP AFTER SCHOOL**

For the safety of our students, please adhere to the following:

1. Do not double park around the school.
2. Park only on the north side of the school grounds.
3. Only the parent can pick up their child unless a note is sent in advance with the child.

**PLEASE NOTE:** Any parent or visitor entering the building for any reason must sign in/out in the office.

Parents must make an appointment prior to visiting a teacher to discuss their child.

Students NOT accompanied by parent are not allowed to be in building after school hours.

Non-bus students **should not** arrive at school before **8:00 a.m.** All students & parents should enter school building thru west door (gym lobby entrance).

If a parent picks up a child, please be prompt in order for the child to feel secure.

All students "picked up" during school hours must be "signed out" in the Emden front office.

If a child deviates from his/her normal schedule, please inform his/her teacher or the school office with a written note.

### **ATTENDANCE POLICY**

State law requires that all students who are absent be accounted for each day. A parent or guardian must call the school **BEFORE 9:00 A.M. on the morning the student is going to be absent.** We have an answering machine that you may leave a message on before 8:00 A.M. This also applies if you need to deviate from the normal schedule. We must have a telephone number so we can contact parents, relatives or friends to check on each student.

When your child returns to school, please send a note indicating the reason for the absence.

Illness or emergency situations are considered excused absences. Whenever a child is to be out of school for trips or other family situations, the school should be notified in advance whenever possible. It is the student's responsibility to make up work that has been missed. After a child has missed 5 consecutive days of school, a written diagnosis from the doctor is necessary. After 10 days of absences a doctor's excuse will be required for each absence thereafter and the Regional Office of Education Truant Officer will be notified.

In the event that your child is out of school with a communicable disease (i.e., strep throat, chicken pox, etc.) the office should be notified immediately. When the child returns to school, a written diagnosis from the doctor or clearance should accompany your child.

We recognize perfect attendance at the beginning of each nine week period. A child cannot be tardy (arrives after 8:30 a.m.) or miss any school days to qualify for the perfect attendance awards given by the principal.

Please remember if your child is absent from school for a doctor appointment, family trip, etc. they are considered absent from school. They are absent when they are not in attendance.

Students in grades kindergarten and first who attend 240 or more minutes of instruction per day should be counted as present for the entire day. A student who attends between 240 and at least 120 minutes of instruction on a given day should be counted as present for 1/2 day, and a student who attends less than 120 minutes of instruction on a given day would be counted as absent for the entire day.

Students in grades 2-12, who attend 300 or more minutes of instruction a day, would be counted as present for the entire day. A student who attends less than 150 minutes of instruction on a given day would be counted absent for the entire day.

### **EMERGENCY SCHOOL CLOSING**

In our effort to improve communications between parents and school, Hartsburg-Emden C.U.S.D. #21 instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service is provided by SchoolReach. Please be sure the district has up to date phone number contacts for this service.

Hartsburg-Emden C.U.S.D. #21 will continue to report school closings due to snow or weather on the following TV stations. All reporting stations have websites.

**HOI-Channel 19, WMBD-Channel 31, WAND-Channel 17, WICS-Channel 20**

### **LUNCH & BREAKFAST PROCEDURES**

Lunch/breakfast/milk payments should be made in advance. Please send the money in an envelope marked with the student's name, grade, date, and purpose. If a student cannot pay for his/her lunches because of financial difficulties, the parents may complete a free lunch application, which can be obtained from the school office. Milk/juice is available for students to purchase each day who do not participate in the breakfast program. (Milk is included with the price of breakfast.) A second milk at lunch may be purchased on a daily basis. Provisions are not available for heating or cooling sack lunches. Please do not send soda pop in lunches. (Note: Lunch & Breakfast Procedures are subject to change)

### **GENERAL RULES**

1. Show and tell items brought to school are not to be played with at school i.e. trading cards, Ipods.
2. Toy or look-a-like weapons are not allowed at school anytime (i.e. knives, guns, sabers, etc.)
3. We discourage students from bringing items of value to school (i.e. electronics, toys, jewelry, etc.) The school is not responsible if items are stolen or broken or lost.
4. Lighters, matches, fireworks of any kind are not allowed.
5. NO PETS allowed on school grounds
6. All bikes must be stored upright in bike rack at the northeast corner of building. Bikes must be placed in the rack immediately upon arriving at school.

### **GRADING SCALE**

Kindergarten	W (Well Developed)	93-100
	P (Partially Developed)	77-92
	B (Beginning To Develop)	70-76
First/Second Grade	A=100-93%	S=Satisfactory
	B=92-85%	N=Non-Mastery (Failure)
	M=Mastery	U=Unsatisfactory
Third/Fourth Grade	A=100-93%	D=76-70%
	B=92-85%	F=Below 70% - Failure
	C=84-77%	

### **STUDENT RECORDS**

A student or a parent of a child under eighteen (18) or a designee of such a parent shall be entitled to inspect and copy information in the student's records. In cases of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge a reasonable fee for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

A parent or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records 9.03, 9.04, 9.05.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and the student to inspect and challenge the information to be transferred;
2. Pursuant to a court order. In such cases, the District shall notify the parent and student of the release of such information;
3. To an employee of the District with a legitimate educational or administrative interest;
4. For research, if the State Superintendent's permission has been given and the information is to be maintained anonymously.

The District may also grant access:

In cases of emergency, to protect the health or safety of the student or others.

The District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency and the importance of acting quickly.

Student photographs or image may appear on the school website or publications, with no name identification.

### **EQUAL EDUCATIONAL OPPORTUNITIES: STUDENTS**

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

### **SEX EQUITY**

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

## **SEXUAL HARASSMENT: STUDENTS**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on student's educational environment; (a) creating an intimidating, hostile, or offensive educational environment; (b) depriving a student of educational aid, benefits, services, or treatment; or (c) making submission to or rejection of such unwelcome conduct the basis of academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal, guidance counselor, or superintendent.

An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

## **STUDENT BEHAVIOR**

Basic requirements for the students at Emden Elementary School are simple. We expect our students to be essentially courteous and cooperative. Students are expected to conduct themselves appropriately in regard to the activity in which they are involved. They are expected to exhibit good manners, not only in their respective classrooms abiding by their classroom teacher rules, but throughout the building and grounds.

The student will receive a verbal warning after the first incident of misbehavior. Repeated demonstration of any inability to meet these expectations will result in a disciplinary response to inappropriate student behavior including, but not limited to the following: telephone conference between school personnel and parents, in school parent conference, loss of DPA (recess), restriction from extracurricular activities, suspension from school, and expulsion from school.

Verbal abuse or threatening harm is considered "bullying" and will be corrected by faculty and school administration.

**Hitting, slapping, and intent to harm with objects are not allowed at school. The consequence of this behavior may be suspension.** Parents will be called to pick up their child from school immediately if the child is suspended.

## **PLEDGE OF RESPECT**

Because I am a smart, special, valuable person, I will respect myself and I will respect others. My words and actions will be kind and honest. I will accept only my best in all I do, because I am PROUD TO BE ME!

## **STUDENTS DRESS AND APPEARANCE**

The student dress guidelines were set to be in compliance with the Drug Free School Federal grant guidelines and to provide an educational environment conducive to learning. Student apparel should not create a disturbance to the educational well-being of any student.

1. Students are expected to dress in good taste for school. To maintain modesty, shorts should be worn under dresses. Cleanliness and neatness are conducive to good citizenship and good school morale.
2. Articles of wearing apparel displaying obscene or suggestive slogans as well as clothing with liquor or tobacco advertisements are prohibited.
3. The student's anatomy should be sufficiently covered with clothing that is without holes.
4. Halter tops and crop tops are not acceptable.
5. All shirt/tops should touch the waistband of a pant, short, or skirt when standing.
6. Shorts/skirts should be of "sufficient" length. Shorts/skirts should be of "fingertip" length when standing. Shorts/skirts should be worn no lower than the hips.
7. "Tank tops" should be worn with a "t-shirt" underneath.
8. All tops should have a one inch (1") strap minimum.
9. **For the safety and welfare of the students, pants/shorts which are worn below the waistband of the underwear or have hems/cuffs which fall below the soles of the shoes will not be permissible.**
10. For the safety and welfare of the students, please be aware that cowboy boots have slick soles and should be worn with caution.
11. **No flip-flops or heely shoes at school.**
12. For safety, shoestrings must be tied at all times.

13. Crocs can be worn with strap to school but will not be allowed on playground equipment or play in the gym.
14. If the waist on pants is too large, students should wear a **BELT**.
15. Hip hugger pants are allowed provided they do not expose child's anatomy. (Belt or longer shirt might be necessary)
16. All students' long hair must be tied back and out of face.

These guidelines are set for **all** students who attend our school district. If your child wears this type of clothing to school, they will be warned, you will be called to bring in a different outfit and your child will not participate in school activities until the change of clothes takes place. Any student who has to leave school to change clothes because they are in violation of the **dress code** will be considered "unexcused" for the time that they are away from the building.

### **PHYSICAL EDUCATION**

Physical education is an important part of education concerned with growth and development of your child.

We will be encouraging your child to do an exercise program at home 3-4 times/week. To improve fitness, the child must be active.

Your child has P.E. 5 times a week for 30 minutes. During P.E. time, your child is provided with a variety of exercises and activities.

The goal is to have **FUN** while giving your child a wide variety of physical experiences and promoting good sportsmanship. P.E. class will also promote respecting all activities and feelings of others. Your child will also learn about proper care of equipment. **Remember for safety reasons your child is expected to wear regular gym shoes with shoe laces or Velcro with socks to P.E.** If your child wears tennis shoes to school, these may be used as gym shoes as long as they are athletic shoes with shoelaces or Velcro. They must be kept dry and clean. Dress shoes/boots, cowboy boots or snow boots are not acceptable footwear for P.E. On occasion, girls may be requested to bring shorts or slacks in the interest of modesty for some classes.

### **DAILY PHYSICAL ACTIVITY (DPA - Recess)**

We, at Emden Grade School, feel very strongly that outside activities are very healthful. Children are expected to dress adequately for outdoor activities. During winter months (snow), students should wear boots, hats/scarves, & gloves/mittens. Children should have adequate clothing for 32 degree weather.

Please do not send notes regarding the fact that your child should remain inside. If health conditions are that critical, the child should remain at home. For safety reasons, children are not allowed to wear sandals or crocs on the playground equipment. If your child has a **doctor note** for physical education, your child will not be allowed to play at daily physical activity or attend a field trip until the doctor note expires or a revised note is given to the teacher from the doctor. Parent approval cannot override medical experts.

### **STUDENT CODE FOR P.E. AREA**

Emden Elementary P.E. strives to attain a high standard of:

#### **1. PERSONAL APPEARANCE**

- By practicing rules of good grooming
- By wearing gym clothes suitable for gym activity
- GYM SHOES WITH SOCKS ARE REQUIRED - NOT PLATFORM TYPE, FASHION TYPE SLIP ONs, DRESS SHOES, OR BOOTS!!!**
- Sweatshirts/loose clothing for ALL kinds of exercise
- Gloves when weather is cooler
- Belts should be worn so pants aren't held during physical activity.
- Pants should not be longer than tops of shoes for safety.

#### **2. CONDUCT AND ATTITUDE**

- By honoring and respecting fellow student's abilities and lack of abilities
- By **NOT** destroying or damaging P.E. facilities or equipment
- By demonstrating mature action without constant supervision

#### **3. GOOD CHARACTER**

- If you lose, don't make excuses
- By helping one another
- By abiding by rules - play fair

#### 4. SPORTSMANSHIP

- By winning or losing games graciously
- By avoiding temper explosions and arguments
- No physical fighting, pushing, or hitting
- Offer encouragement, not criticism
- Accepting judgment calls of teacher

REMEMBER: You can measure your own conduct by asking yourself this question: "What would this gym class be like if everyone in it was just like me?"

**GYM RULE** \*\*\*If your child does not wear gym shoes and socks to P.E., your child will not participate in that gym class. The P.E. teacher will notify parents after the second "sit out" occurs for lack of appropriate clothing.

#### **EMDEN POP MACHINE**

Soda \$1.00 PowerAde \$1.25

The pop machine is for extracurricular and staff member use. Students will be able to purchase soda/PowerAde after school only, no purchases before school. All proceeds are used for grade school student activities.

#### **BUS TRANSPORTATION AND DISCIPLINE**

Bus transportation is a service provided by the Hartsburg-Emden School District. Our drivers are fully qualified and competent. They are in charge of the bus and all passengers. Students will conduct themselves on the bus with the same decorum as we would expect in the classroom. In cases of gross disobedience or misconduct of a student who rides the bus, the district may suspend the student's privilege to ride the bus. The building principal shall inform the parent/guardian of the suspension and of their entitlement to review the matter.

If your child is not going home on their bus, he/she **MUST have a note**. Please keep as much consistency as possible. It is hard on the child, teachers, and bus drivers if arrangements change daily.

School bus riders, while in transit, are under the jurisdiction of the SCHOOL BUS DRIVER.

Bus pick-up time at 212 N. 1<sup>st</sup> St. is 7:50 and the transfer bus leaves the High School for Emden about 8:00. Children living on the east side of the tracks in Emden will be dropped off at the corner of Pleasant and Corn.

#### **MISBEHAVIOR ON BUS**

Penalty at discretion of principal depending on circumstances (may include removal from bus 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

It is recommended that all riders, parents of riders and teachers become familiar with the following regulations governing school bus riders.

1. Be on TIME at the designated school bus stop; help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus . . . no fighting or running after another student while waiting.
2. Be careful in approaching the place where the bus will stop. DO NOT MOVE TOWARDS THE BUS until the bus has been brought to a complete stop and the high school students have departed. When entering the bus, use the hand rail and move quickly to your seat.
3. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
4. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
5. Remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus. Students should not lower the windows below the black line.
7. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could seriously result in an accident. No profanity will be used by student or driver.
8. No smoking is allowed on the bus.
9. Be absolutely QUIET when approaching and crossing a railroad crossing stop.
10. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment. Failure to follow this rule will result in up to 10 days suspension from the bus and payment for repair.
11. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
12. No animals or pets will be transported on the bus.

13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. Be courteous to fellow students and especially to the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at all discharge points. Where it is necessary to cross a two-lane highway only, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
18. Keep all personal items in a book bag while on bus.
19. Be consistent in pick up and drop off point. Any change must be made in writing in advance.
20. A written note from parents or call to the grade school office must be received for any student to ride the bus with another student or to be dropped off at a different location than normal.

### ROOM PARENTS

A sign up sheet will be available for any parents interested in helping with the Halloween Party, Christmas Program, and Valentine's Day Party

### ASBESTOS MANAGEMENT PLAN

School building and district asbestos management plans are on file and available for inspection in the district office.

Hartsburg-Emden Community Unit School District #21

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### Instruction

#### Grading and Promotion (1)

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. (2) The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the PARCC Test, or other testing. (3) A student shall not be promoted based upon age or any other social reason not related to academic performance. (4) The administration shall determine remedial assistance for a student who is not promoted. (5) Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. (6) Reasons for changing a student's final grade include:

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

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.  
23 III. Admin. Code 1.440

CROSS REF: 6:300, 7:50

### RESPONSE TO INTERVENTION (RTI)

At Hartsburg-Emden we strive for excellence in education and recognize that all students learn differently. Therefore, we ask for your support in a **three-tiered** approach to meet the academic needs of all students in our school. This three-tiered approach, known nationally as Response to Intervention or RTI, is a process that identifies and provides early intervention to struggling students in the area of reading and math. Response to Intervention is supported by federal and state education laws.

### Three Tiers of Support

#### Tier 1

- Effective, scientifically-based core academic and behavior instruction and curriculum, linked to state standards
- On-going professional development
- Universal screening data 3 times per year
- Data used to examine effectiveness of overall instructional practices
- Decision rules utilizing universal screening data to identify students at risk for not achieving outcomes
- 80% of students reaching benchmark with only core programming in place
- No achievement gaps
- School-wide team for planning and decision-making

#### Tier 2

- Supplemental, research-based intervention, delivered in a timely, automatic way to students who need it
- Small group intervention with flexible grouping based on ongoing progress monitoring data
- School-wide team for planning and decision-making
- Focused instruction that is provided in addition to the core

#### Tier 3

- Intensive, individualized interventions
- Systematic progress monitoring data
- Small problem-solving team
- Consideration given to level and slope of progress and intensity of instruction needed to close gaps/change trajectory

### Concealed Carry Act

No concealed firearm allowed on School Property.

Under the Concealed Carry Act, P.A. 98-63, School districts must notify the public and display signs at the entrances of each school building, indicating that the carrying of a concealed firearm on or into the property of the school is prohibited.

### Tobacco Products & Alcoholic Beverages

School Board must prohibit the use of tobacco on school property by all persons when such property is being used for any school purposes. *105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11.* Use and/or possession of tobacco, electronic cigarettes, alcohol, narcotic products, or misuse of prescription or over-the-counter drug on school grounds are prohibited.

### Head Lice

Students in schools occasionally get head lice. This usually occurs in fall and spring, but can occur at any time. Please do not be alarmed, as this is a common occurrence. Head lice are not a sign of unclean people or homes.

Please take these precautions: Check your child's hair for eggs (also called nits) occasionally. Tell us if your child has or is diagnosed as having head lice. If your child has head lice, please treat it. Products are available over the counter. You may want to talk to your doctor if these items do not seem to work.

If a student has lice and is sent home, they must be treated before returning to school. Lice are tiny insects that live only on people's scalp and hair. They hatch from small eggs (nits) that are firmly attached to the individual hairs near the scalp and cannot be easily removed up or down the hair. They look like grains of sand. Nits may be found throughout the hair but are most often located at the back of the scalp, behind the ears, and at the top of the head. The eggs hatch in about 10 days.

Until a person with head lice is treated, they can transmit them to others. They are spread only by crawling from person to person directly or onto shared personal items, such as a hair brush, head coverings, clothing, bedding, or towels.

Clean personal items and surroundings: Machine wash all washable and possibly infested items in HOT water. Dry them in a clothes dryer. Put non-washable items (furry toys or pillows) in a HOT dryer for 20 minutes or dry-clean them. Seal items that cannot be washed or dried in a plastic bag for 10 days (eggs/nits will die at this time). Soak combs and brushes for 10 minutes, or wash them with a shampoo approved to kill lice. Thoroughly vacuum rugs, upholstered furniture and mattresses. Do not use insecticide sprays, as they are harmful to people and animals.

Your child can return to school: After they have been shampooed and you have checked closely for nits. It is very important that the 2nd shampoo treatment is completed in a week. If not, the cycle of head lice will continue. It is extremely important to meticulously comb out the entire head of hair with a fine tooth comb to remove nits. This is perhaps the most important step in the removal process.

### **STUDENTS PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT BOARD POLICY 7:180**

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 goals.

Bullying on the basis of actual or perceived race, color, national origin, 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 nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

#### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* 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.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 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.

#### Complaint Manager:

Jon Leslie

Name

400 W. Front Street, Hartsburg, IL Address

Address

jleslie@hartem.org

Email

217-642-5244

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.