

ROBEIN GRADE SCHOOL

STUDENT/PARENT HANDBOOK 2019-2020



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Table of Contents	Pages
Asbestos & Integrated Pest Management	28
Attendance/Absence Criteria	10
Behavior	13
Bicycles	28
Calendar	3
Cancellation of School	8-9
Dress Code	26
Emergency Cards	6
Extracurricular Code & Fees	29-30
Field Trips	23
Grading Scale & Report Cards	20
Graduation	22
Health Examinations	6-7
Honor Roll	21
Internet Policy/Electronic Networks	30-32
Lice Procedure	12
Locks & Lockers	28
Lost & Found	27
Lunch/Breakfast Policies	11
Medication Policy	12
Notification of Rights	4-6
Federal Rights & Privacy Act	4
Gender & Nondiscrimination Policy	5
Grievance Procedure	5
Parental Responsibility Act	6
Parking	9
Parties	24
P.E. Requirements	23
Recess	26
Registration	6
Response to Intervention (RtI)/Special Education	22
Retention	21
School Hours & Tardy Procedure.	10
Telephone & Cell Phone Use	27
Textbooks	8
Transportation	24-25
Use of School Facilities	27-28
Video Surveillance	26
Waiver of Student Fees	8

Robein School District #85
Calendar for 2019 – 2020

August 15 Teacher Institute Day – No School
August 16 Teacher Institute Day – No School
August 19 First Day of Student Attendance (Full Day of School)
September 2 Labor Day - No School
September 13 End of Mid-Term
October 14 Columbus Day - No School
October 18 End of 1st 9 Week Grading Period
October 24 ½ Day Attendance - Dismiss at 11:30 Parent/Teacher Conferences – 1:00-8:00 p.m.
October 25 Parent Teacher Conferences 7:00 a.m. - 11:00 a.m. – No School
November 1 Teacher Institute Day – No School
November 11. Veteran’s Day – No School
November 15 End of Mid-Term
November 27 – 29 Thanksgiving Break
December 6 School Improvement Day – Dismiss at 11:30 a.m.
December 20 Last Day before Christmas Break
January 6 Classes Resume
January 10 End of 2nd 9 Week Grading Period
January 17 School Improvement Day – Dismiss at 11:30 a.m.
January 20 M. L. King Holiday - No School
February 7 End of Mid-Term
February 14 School Improvement Day – Dismiss at 11:30 a.m.
February 17 President’s Day- No School
March 13 End of 3rd 9 Week Grading Period/School Improvement Day – Dismiss at 11:30 a.m.
March 23 – 27 Spring Break
March 30 Classes resume (Monday)
April 10 No School (Good Friday)
April 13 No School
April 17 End of Mid-Term
May 15. IESA Class A State Track Meet - No School
May 25 Memorial Day - No School
May 28 Student’s Last Day (Full Day) (provided that no snow days are used)
May 29 Teacher Institute Day – No School

PURPOSE

The purpose of this handbook is to help students and parents become aware of district rules, regulations, and general information concerning Robein School. Since this handbook cannot address every situation or contingency, the administration and school staff will address each instance as it occurs. Please consult with the school's principal if you have any question about any part of this handbook. For reasons of practicality and brevity, not every rule or item of student or parent interest has been included.

VISION

The Robein Learning Community envisions that students will be empowered to become responsible, respectful, and productive citizens in a global society.

MISSION

The Robein Learning Community will provide quality education in a safe, positive, and stimulating environment. We will utilize flexible teaching strategies to develop a strong core of basic skills, allowing students to reach their full potential. We will inspire students to become respectful, responsible citizens who demonstrate character and integrity. We will guide students to become problem solvers, critical thinkers, and productive life long learners in an ever-changing world.

STUDENT/PARENT NOTIFICATION OF RIGHTS

FEDERAL RIGHTS AND PRIVACY ACT

The following pertains to student records:

- Failure of a parent/guardian to present a student's permanent or temporary record from a school attended previously will not impede enrollment
- Parent/guardian has right of access to child's records
- Parent/guardian has the right to challenge the content of child's records
- Non-custodial parent has right to receive copies of school correspondence and reports

The following is public information unless the student/parent requests that it not be released:

1. Student's name and address, grade level, birth date, and birth place
2. Parents' names and addresses
3. Record of school activities and athletics
4. Period of attendance.

OFFENDER NOTIFICATION LAWS

State law requires that parents/guardians be notified that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police 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 website at:
<http://www.isp.state.il.us/cmvo/>

GENDER EQUITY

No student shall, on the basis of his or her gender, be denied equal access to programs, available activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

NONDISCRIMINATION POLICY

District 85 ensures that equal education and extra-curricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, physical/mental handicap or disability, actual or potential marital or parental status. Questions in reference to equal opportunities may be directed to the Superintendent at Robein School, 200 Campus Ave., East Peoria, IL. 61611; (309) 694-1409. The Superintendent is the designee in charge of the district's nondiscrimination policy. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination.

DISCRIMINATION ON THE BASIS OF DISABILITY

District 85 does not discriminate on the basis of disability in the provision of or access to any of its programs or services by student, parent, or community members. If you require accommodations to attend or participate in any board meeting, parent-teacher meeting, or other district activity or event, please contact the Superintendent. If you feel that you have been discriminated against on the basis of a disability in the district's provision of programs or services, you may file a grievance pursuant to the district's grievance procedure.

GRIEVANCE PROCEDURE

The following grievance procedure can be used by students and staff to resolve Title IX, Title VI, and Section 504 complaints. A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This process is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearing and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

Step 1 The student(s) and parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2 If the problem is not resolved, it should be referred informally to: the Superintendent. A meeting must be held within five (5) working days from notification of referral and an oral response made within five (5) working days.

Step 3 If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: the Superintendent. A meeting must be held within five (5) working days from notification of referral and an oral response made within five (5) working days.

PARENT RESPONSIBILITY

Parents or legal guardians may be held financially responsible for personal injury and property damages caused by acts of the student. District 85, when deemed necessary, will seek damages under the Illinois Parental Responsibility Law, (740 ILCS 115/1, et seq). Students responsible for damaging or defacing property will be held accountable for repair and cleaning in addition to being subject to other disciplinary actions.

REGISTRATION/ATTENDANCE

EMERGENCY CARDS

Complete and return your child's emergency card, if you did not update it at registration. Also please notify the office as soon as possible of any changes in emergency card information (i.e. phone numbers, changes with employment, baby sitter, doctors, etc.) during the school year.

REGISTRATION FEES

The following are school registration fees per grade level:

K - 4	= \$55.00
5 & 6	= \$65.00
7 & 8	= \$75.00 (includes all science fair costs)

Reduction of ½ registration fees with parent/adult assistance at the [2019](#) State Track Meet according to the following:

- √ One adult shift = 1 student fee ½ off √ Two adult shifts = 2 student fees ½ off
- √ Three adult shifts = 3 student fees ½ off √ Four adult shifts = 4 student fees ½ off

HEALTH EXAMINATIONS AND AGE REQUIREMENT

According to Illinois state law, each child in school must have a physical examination and be properly immunized against measles, tetanus, diphtheria, polio, pertussis, mumps, and chicken pox.

Pupils entering kindergarten and 6th grades are required to have on file:

1. a new record of physical examination
2. a new record of dental examination
3. a record of test for lead poisoning
4. a record of required immunizations, this includes 1 dose of Tdap for students entering 6th grade a record of diabetes screening
5. a record of completed series of Hepatitis B immunizations

Note for Hepatitis B:

Previous hepatitis B vaccination requirement for students entering fifth grade has been changed to be a requirement for students entering sixth grade: Children entering the sixth grade shall show proof of having received three doses of hepatitis B vaccine, or other proof of immunity described in Section 665.250(f). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.

Rubella:

Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity.

Mumps:

Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity.

Varicella (Chicken Pox):

1. Any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease or laboratory evidence of varicella immunity.

2. Only those children who have been (1) immunized with varicella vaccine, (2) have had physician diagnosed varicella disease, (3) have a health care provider's interpretation that a parent's or legal guardian's description of varicella disease is indicative of past infection, (4) or have laboratory evidence of immunity, shall be considered to be immune.

Meningococcal Conjugate Vaccine (Meningitis):

Any student entering 6th grade shall show proof of having received one dose of Meningococcal vaccine.

If a child is not in compliance by October 15 with all of the physical examination and immunization requirements, then the local school authority shall exclude that child from school until such time as the child presents proof of meeting the requirements.

Children in kindergarten, 2nd, and 6th grades must present proof of having been examined by a dentist before May 15th of the school year. All children in kindergarten are required to have an eye examination.

Students should have all health, dental, and vision forms completed and turned into the office prior to the first day of school.

Children entering kindergarten must be 5 years old on or before September 1st, and have a certificate of live birth from a county record for age verification. Robein School maintains a full-day kindergarten instructional program. If requested by a parent/guardian, a half-day program is available. Students in need of special education services are eligible for 0-5 Early Childhood Screening.

WAIVER OF STUDENT FEES

The School Board may establish fees and charges to fund certain school activities. The Board recognizes some students will be unable to pay these fees. Students, whose parents are unable to afford student fees, may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites has been met:

- the student is presently receiving public aid
- the student is currently eligible to receive free or reduced price meals, as stated in the National School Lunch Program
- the student's family is currently eligible under the guidelines of family-size income as prescribed by the Secretary of Agriculture
- other documented family hardships (illness, unemployment, emergencies, etc.) approved by the superintendent.

After a family completes a fee waiver form, the Superintendent will determine eligibility.

TEXTBOOKS

Textbooks are supplied by the Board of Education on a rental basis. The rental fee includes all workbooks. Rental fees should be promptly paid. Students, to whom the books are issued, are solely responsible for the proper care of their books. Lost or damaged books will result in an additional fee, which must be paid prior to the last attendance day of the school year.

CHALLENGING STUDENT RESIDENCY

If the Superintendent, or designee, determines that a student attending school on a tuition-free basis is a non-resident of the school district for whom tuition is required to be charged, he or she, on behalf of the board, shall notify the person who enrolled the student of the tuition amount owed. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by board policies.

CANCELLATION OF SCHOOL

The following are general guidelines that are used to determine if school is cancelled:

1. The local law enforcement officials and weather bureau are contacted by 5:00 a.m. in an effort to assess weather and highway conditions.
2. The contracted bus carrier is contacted before 6:00 a.m. to determine if buses are prepared to safely transport students.
3. An effort is made to determine the weather conditions prior to the start of school. Wind chill factor is considered as a variable.
4. The contracted bus carrier and television stations are notified, in order to have information available prior to 6:30 a.m. It is important to listen to the television stations.
5. If school is held and weather conditions worsen during the day, an early dismissal decision must be made by 10:00 a.m. because of the contracted bus situation. Early dismissal notification will be aired before 11:00 a.m. However, due to working parents and baby sitting arrangements, it may be a better decision to not dismiss early and adhere to the daily schedule once school is in session.

6. If other types of severe weather occur (tornado conditions, etc.), students will be held at school in a safe area until an all clear signal has been received or until a parent/guardian chooses to pick up their child. The school will take all necessary precautions with such weather conditions.
7. Parents/guardians may receive voice notification through the school One-Call System.

The local television stations are: WHOI – Channel 19 and WEEK – Channel 25 at www.centralillinoisnewscenter.com, and WMBD Channel 31.

If the announcement is not made on these stations, school will be in session. Please do not call the school. Buses may run late on days of inclement weather.

FIRE DRILLS, TORNADO WARNING ALERTS, AND LOCK DOWN DRILLS

Robein School practices fire, tornado, and lock down drill procedures. Students move to safe areas. During the lock down drill, local police department personnel also participate.

PARKING AND DROP OFF/PICK UP DIRECTIONS

Please observe the no parking and handicapped areas of the school parking lot. East Peoria Police may issue a ticket to those in violation.

Morning Drop-Off Points:

- End of driveway at the corner of Campus and Wisdom. Children can then walk up the driveway to the school. Arrival time is 7:20 a.m.
- Park in a parking place in the lot. Children can walk across the paved area to the school.
- If special assistance is needed, please call the school office.

Pick-Up Procedures:

Robein School has created a new pick-up procedure to meet the safety needs of our students. We hope this will alleviate some of the congestion and safety issues in the parking lot. The schedule and changes are listed below.

2:45 – 5-8th grade students will be dismissed through the front entrance of the building.

2:50 – K-4th grade students will be dismissed from the gym. Students will be lined up in their grade level and parents will be asked to enter the building to pick up their child if they are a car rider. At this time, our 5-8th students may also pick up their siblings from the gym. Once bus/car riders have been released, K-4 walkers will be dismissed through the front entrance.

ATTENDANCE/ABSENCE CRITERIA

300 minutes = **full day**

150-300 minutes = **half day**

Less than 150 minutes present = **absent for the entire day**

Students must sign in at the office whenever they enter or leave the building at a time other than regular arrival and dismissal times. For prearranged absences, parents/guardians must provide written notification to the school.

A parent/guardian should call the school between 7:00 -8:00 a.m. to report an absence. As required by law, the school will attempt to contact a parent/guardian who fails to notify the school when their child is absent. If no contact can be made, the parent/guardian must send a note explaining the reason for the absence.

It is the child's responsibility to make up any missing work during his/her absence from school. The time frame for make up work is 2 days for every day missed, unless otherwise designated by the teacher. After the 2 day policy has been exhausted, the late work policy on *page 20* will go into effect. Please notify the teacher in advance of a prearranged absence. If possible, try to schedule medical appointments when school is not in session.

Students who are sick for a full day will not be permitted to participate or attend an extra-curricular activity that evening. A student must be present for half of a day in order to participate.

SCHOOL HOURS

Entrance Bell: 7:20 a.m. (Students allowed on school grounds and in the building)
Grades K-4 8:00 a.m. - 2:50 p.m.
Grades 5-8 8:00 a.m. - 2:45 p.m.

Breakfast Hours: 7:20-7:50 a.m.

Lunch Hours:

Grades K-4 11:12 – 11:52 a.m.
Grades 5-8 12:02 – 12:42 p.m.

TARDY PROCEDURE & UNEXCUSED ABSENCES

In the event that a student is late to school either in the morning, after lunch, or throughout the school day, an unexcused absence or tardy will be issued, unless accompanied by a doctor/dentist/orthodontist note. The following will occur during each 9 week grading period:

- 3 tardies/unexcused absences – a letter will be mailed home identifying dates involved.
- 6 tardies/unexcused absences – written communication to the parent/guardian with assistance of a truant officer.

Good attendance at school remains the most important factor for educational learning and happiness at school.

LUNCH/BREAKFAST

School lunch/breakfast prices:

Student Breakfast	\$1.50 (includes milk)	
Adult Lunch	\$3.00	
Student Lunch (includes milk)	<u>\$2.75</u>	<i>(Since Robein School adheres to the National School Lunch Program, we request that students refrain from bringing "non-nutritional" food & beverage items in their cold lunch bags/boxes.)</i>
A la carte	\$1.00 (extra main dish)	
Milk	<u>.40</u> (extra)	

New this Year

Credit card payments may be made thru the Skyward Program using RevTrak. If sending money to school, please send cash or check in an envelope. Have your child's name and teacher's name/grade on the envelope. Checks must be made out to Robein School. All money collected for food/meals will be credited to your child's meal account. Do not include money for field trips, book orders, music money, etc. in your check for the cafeteria. Please contact us if there are any questions regarding your child's account. For the 2019-2020 school year, students will no longer receive paper lunch tickets. One lunch charge will be allowed. The charge must be paid within a week. Information and eligibility criteria for free and reduced lunch are available in the school office.

Lunch procedures:

- Robein School has a closed campus.
- If a student wishes to go home for lunch, a parent/guardian must come to school and sign the student out for each day the student leaves for lunch. Upon return to the school at the end of the lunch hour, the parent/guardian must sign the student back in to school.
- Students choosing not to follow the procedures for home lunch may be subject to loss of home lunch privileges.
- Parents/guardians and family members are welcome 2 times per week to eat lunch with their child. Notification with a phone call to the school is necessary. Parents/guardians are encouraged to purchase a meal from the Robein Cafeteria. Parents that bring in outside food will be provided a private area to eat with their child. Please remember that a lunch visit is not a parent/teacher conference time. Parents/guardians should remain in the lunchroom and not accompany the child to his/her classroom.

HEALTH INFORMATION

MEDICATION RULES AND REGULATIONS

For prescription and non-prescription medication to be administered at school the following rules apply:

1. A permission form signed by a parent/guardian and physician must be on file at the school. Forms are available in the school office.
2. Medication must be brought to school in a separate container with pharmacy or doctor label with:
 - Child's name
 - Dosage and time to be given
 - Name of medication
 - Physician's name and phone number
3. Any change in dosage or type of medication must be reported to the school.
4. All medication must be kept in the office. Prescription or over the counter medication may not be carried on a student or kept in a locker.

(Parents, please inform classroom teachers of any behavior changes as a result of a change in medication. Teachers will help to document behavior changes noted at school.)

CONTAGIOUS DISEASES

After an absence due to a contagious disease (chicken pox, diphtheria, German measles, impetigo, influenza, scarlet fever, whooping cough, hepatitis, and AIDS), a doctor note is required for school re-entry.

A student absent with pink eye may return to school 24 hours after receiving the first application of medication.

LICE PROCEDURE

1. An individual with lice/nits will be excluded from school and will not be re-admitted until an examination by school personnel to determine if the individual is free of all nits.
2. Individuals re-admitted after treatments for lice/nits will be subject to weekly re-checks and will be excluded from the classroom should they become re-infected.
3. Students who are sent home because of lice/nits:
 - Cannot ride the school bus until inspected by school personnel and declared free of lice/nits.
 - Must have a parent/guardian accompany them for the inspection by school personnel before re-admittance to school.
4. The school may inspect some or all of the students for lice/nits at various times during the school year.
5. Parents – please notify the school of any lice problem.

STUDENT BEHAVIOR

BEHAVIOR GUIDELINES

The student disciplinary guidelines at Robein School are intended to teach responsibility. If parents/guardians have a question about a discipline problem, they should first call and talk to the teacher or staff member involved. If the parent/guardian is still unsatisfied, then they should contact the administration. The disciplinary guidelines set forth in this handbook supplement the provisions of the Board Policy Manual. The Policy Manual is available for review in the Office of the Superintendent. School representatives attempt to make discipline at school consistent and effective. This program requires parent/guardian support. School administrators are in charge of discipline.

Copies of all School District policies on student behavior are available in the school office.

General School-wide Rules:

- The student will follow all oral and written directions, guidelines, and rules.
- The student will show respect for other students/adults and their property.
- The student will be prepared, ready, and on time for class.

General Playground Rules:

- Body contact sports will be prohibited.
- Entrance areas and doorways must be kept clear.
- Only school equipment may be used on the playground.
- Children should be appropriately dressed for the weather. Inappropriate dress will result in the student staying inside the building

Prohibited Student Conduct

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

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

excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

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

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-

exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

BEHAVIOR PLAN

Students receiving written disciplinary referrals for problem behaviors may face the following consequences:

1. Written referral of verbal warning
2. Lunch Detention
3. After School Detention – 30 minutes
4. In-School-Suspension
5. Out-of-School Suspension (During any out-of-school suspension, students will receive full credit for assignments completed during the suspension. All school work must be submitted to the Principal by 8:10 a.m. on the 1st day of return to school.)
6. Possible recommendation to the Board for expulsion

The Superintendent/Principal reserves the right to modify consequences on a case by case basis.

SUSPENSION PROCEDURES

The Superintendent/Principal has the authority to suspend students who are found to be guilty of acts of gross disobedience or misconduct. Acts which have been committed on school property or adjacent thereto, acts committed while attending a school-related activity, acts committed while on a school bus or other school-authorized transportation, and acts which have a nexus to school may be considered as violations in which suspension may be utilized. Students will be given oral or written notice of the charges and an explanation of the evidence. The student will be given an opportunity to give his/her version of the incidents and to admit, deny, or refute the charges. If a formal hearing is not appropriate because the student’s presence poses a continuing danger or disruption, then an informal hearing will be held as soon as possible. Suspensions will be immediately reported to the student’s parents or guardians

and shall include a written notice containing the reason(s) for the suspension and the right of appeal. Upon request of the parents or guardians, a hearing will be conducted by the school district.

EXPULSION PROCEDURES

The student and parents/guardians will be provided written notice of an expulsion hearing. The expulsion notice will be sent certified mail, return receipt requested. The expulsion notice shall contain the following information:

1. A statement of reason(s) for the proposed expulsion,
2. The potential maximum duration of the expulsion,
3. Time and place of the expulsion hearing, and
4. A statement of the parents' and/or guardians' right to be represented at the expulsion hearing by an attorney or other representative at the parents'/guardians' expense.

The hearing shall be conducted by the Board of Education or by a hearing officer appointed by the Board. In the event a hearing officer is appointed, the hearing officer shall make a written report to the Board which will form the basis of the Board's decision. All evidence to be considered by the Board must be presented during the hearing.

SEARCH AND SEIZURE

The School District retains the right to inspect and to search lockers and the contents of the lockers at any time and under any circumstances without prior notice by the administration or its designee. Routine inspections may be conducted. Students shall not have any expectation of privacy in so far as school authorities are concerned as to the contents of their lockers. The administration may request the assistance of law enforcement officials for the purpose of conducting searches of school grounds and property for illegal drugs and/or drug paraphernalia, including searches conducted through the use of specially trained dogs.

Certified employees and school administrators may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules.

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

SEXUAL HARASSMENT

The Board of Education believes that all students in grades K-8 have the right to be free from sexual harassment while attending school or at school related activities.

Verbal or physical conduct of a sexual nature which includes but is not limited to off-color jokes or sexual innuendo will not be tolerated. This policy pertains to harassment by students, teachers, administrators, or other agents of District 85 upon students in violation of the provision of Title IX. 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 the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating a hostile environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. Any student may file a complaint, free from bias, collusion, intimidation, or reprisal, regarding sexual harassment. Such complaint should be filed with the Superintendent or the President of the Board of Education. All investigations of sexual harassment shall be handled by the Superintendent or his/her designee, unless a complaint pertains to the Superintendent, then the complaint should be made to the Board President. The district representative shall proceed immediately with an investigation and shall adhere to District policies. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

PARENT NOTIFICATION OF TEEN DATING AND VIOLENCE POLICY

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

CURRICULUM AND INSTRUCTION

CONDUCT, WORK STUDY SKILLS, AND EFFORT GRADES

Work study skills and effort grades may be computed in daily averages and/or used for honor roll purposes. Students receiving an Unsatisfactory (U) in conduct will not be eligible for honor roll.

GRADING SCALE

- Teachers should have at least nine (9) grades per grading period for grades 5-8.
- Test grades will be weighted.
- Percent scale is as follows:
 - A 93 – 100 *Refer to page 29 for student eligibility*
 - B 86 - 92 *to attend home events/games & access to Skyward*
 - C 78 - 85
 - D 70 - 77
 - F Below 70
- Students involved in cheating will receive a zero on that test/assignment and will be disciplined accordingly, including Accelerated Reader (AR).

LATE WORK

1 day late	-	25 % off
2 days late	-	50 % off
3 days late	-	0 % for grades 5-8 only (or end of grading period)

It is the responsibility of the student to speak to his/her teacher(s) regarding missing assignments and late work.

REPORT CARDS

- The first three (3) report cards will be issued on the Thursday following the end of each 9-week grading period.
- Progress reports are sent home at the mid-way point of each grading period.
- The 4th report card will be issued on the last day of school.
- Extra copies of report cards and progress reports will be provided to parents/guardians upon request. Please contact the office.

HONOR ROLL REQUIREMENTS FOR GRADES 3 & 4

High Honor Roll

All A's in the instructional subjects
B's and above in handwriting
S's and/or no less than C's in the other subjects

Honor Roll

All A's & B's in the instructional subjects
C's and above in handwriting
S's and/or no less than C's in the other subjects

Principal's Recognition

All C's or above in the instructional subjects
S's and/or no less than C's in the other subjects

HONOR ROLL REQUIREMENTS FOR GRADES 5-8

High Honor Roll

All A's in the instructional subjects
"Pass" and no less than C's in the other subjects

Honor Roll

All A's & B's in the instructional subjects
"Pass" and no less than C's in the other subjects

Principal's Recognition

All C's or above in the instructional subjects
"Pass" and no less than C's in the other subjects

Honor roll awards will be presented to students in grades 3-8 at school assemblies after grading periods. Students will receive a certificate for making the honor roll. Robein School hopes to build character through positive reinforcement in all students.

NINE-WEEK ROOM RECOGNITION

Robein School has a room recognition program for grades 1-8. Each teacher may select students for one or more of the following awards (maximum 3 per category per classroom & special education teachers may choose an additional one student per grade level):

1. Conduct
2. Effort
3. Most Improved
4. Work Study Skills

The student(s) selected for each award will have his/her name posted in or outside of the classroom, in the front entry, given a certificate of recognition, and have their name sent to the newspaper.

CO-CURRICULAR AND ATHLETIC AWARDS

Robein School has days throughout the year to honor both our academic and athletic award winners.

RETENTION POLICY

A student will be retained if he/she fails two (2) or more instructional subjects on a yearly average. Instructional subjects include Mathematics, Language Arts (English/Grammar, Literature/Reading, and Spelling), Science, and Social Science. If a student is failing two or more other subjects and the child has previously been retained or delayed in starting school, the Superintendent, teacher, and parents/guardians will decide on an educational plan. Students with an Individual Education Plan (IEP) will be evaluated under the provisions of their IEP. Such provisions are designed to assist the implementation of the IEP.

GRADUATION POLICY

Participation in the graduation ceremony and the granting of a diploma is a privilege that is earned. Based upon cumulative grade point averages of the 7th & 8th grade years and citizenship standards, the top two 8th grade students and top four 7th grade students will be recognized. Students are not permitted to participate in the graduation ceremony if:

They have failed two or more academic subjects.

They have failed to pass the required United States & Illinois Constitution exams.

They have regular detentions or suspensions pending.

They have failed to pay any fines/fees owed (i.e. annual textbook fees, athletic uniforms damaged or not returned, library fines, lunch fees, building equipment damage).

Note: Excessive truancy and/or misbehavior during the year may also result in a student losing the privilege to participate in graduation.

PARENT-TEACHER CONFERENCES OR VISITATION

We encourage parent/guardian visitation. Parents/guardians visiting the school during school hours must first check in at the office. Classrooms will not be disturbed for unscheduled conferences or visits. **A conference or visit is to be done by appointment.** Please call the office or send a note indicating the date and time that you would prefer a conference/visit. Please do not call school employees at home. Teachers are available for a half-hour before and after school for this purpose.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) is the practice of providing high-quality instruction/intervention matched to student needs, learning rate over time, and level of performance to make important educational decisions. Robein School will use differentiated instructional strategies, providing all learners with scientific, researched-based interventions, continuously measuring student performance using scientific research-based progress monitoring instruments and making educational decisions based on a student's response to interventions. RtI has three essential components: 1) a three tier model of school supports, 2) problem-solving methods for decision-making, and 3) an integrated data system to inform instruction. Robein School will universally screen students for reading and math skills to determine educational performance levels and supports for academic progress.

SPECIAL EDUCATION

Special education instruction and related services are available for children with special needs from birth to age 21. Special needs may be in the areas of vision, hearing, health, and behavior; or involve skills in fine or gross motor, speech/language, cognitive or learning, social and emotional, and adaptive or self-help. To be eligible to receive special education services, the child must have a disability that impacts educational performance.

Referral - a referral, or request for evaluation, in the context of special education services is a process asking the school district to evaluate a student to see if the child qualifies to receive special education services. A referral can be made by the school district (through a teacher or other school personnel involved in the student's education) or by a parent or guardian in writing. A referral may also be made by an employee of a State educational agency, another State agency, a local school district, or a community service agency. A referral is a required first step before an evaluation can take place.

Within 14 days of receiving the written request for an evaluation from a parent or outside agency, the district will decide whether to evaluate the child or not. If the district determines that the evaluation is not necessary, it must notify the parent in writing of the decision not to evaluate and the reasons for the decision. If the district determines that an evaluation is warranted, then the district will provide the paperwork to provide formal written consent.

PHYSICAL EDUCATION

The purpose of physical education class is to promote physical fitness and health for students. Vigorous participation is the key to successful building of fitness. Students are required to participate in PE classes, unless a doctor's note states that the student is not to participate. Exceptions to this rule may occur if a student's behavior is a danger to self or others. Therefore if a student is at school, participation is required. When a student is recovering from sickness or experiencing some minor physical maladies not requiring a doctor's attention, a parent may request light activity or excuse his/her child from PE for that day. These requests will be honored for a maximum of two (2) consecutive PE classes. A third consecutive excuse will not be honored without a doctor's note.

Failure to participate in PE class for unexcused reasons will adversely affect the student's evaluation (grade). A student's evaluation may also be lowered by consistent lack of effort in class or not being prepared for class with the proper uniform for their grade level.

Students with serious injuries or suspected serious injuries will be required to have a doctor's signed permission note in order to participate in PE or sports. Students injured during PE or at any other time at school should notify the teacher in charge immediately.

PE Shoe and Dress Requirements

All students need PE shoes. Clean, rubber soled court-type shoes are required. Shoes that fit loosely, fashion shoes, or plastic sole shoes are not permitted for PE. Students in grades 5-8 also need to have a reversible blue/white jersey, socks, white/blue T-shirt, and mid-thigh length shorts. (Soffe shorts are not allowed.) Jerseys are available for purchase in the office. A T-shirt must cover sports bras. All parts of the uniform must be clean and not torn. The student must change into a uniform at the beginning of class and back into street clothes at the end. PE clothes are for PE only. Please mark all shoes and clothing with a permanent marker for identification.

FIELD TRIPS

The criteria for participation are as follows:

- Must meet requirements within the discipline system.
- Two (2) major problem discipline referrals will eliminate the privilege of participation within a 9 week grading period.
- Any in-school or out-of-school suspension will eliminate the privilege of participation within a 9 week grading period.
- No younger siblings or children will be allowed on field trips.

PARTIES

CLASS PARTIES

Teachers determine criteria for eligibility to class parties on a quarterly basis. This includes participation in the Halloween, Christmas, and Valentine's Day parties. Information will be shared with parents/guardians at the beginning of the school year. The criteria are as follows:

- Any student receiving two (2) or more major problem discipline referral notifications within the 9 week grading period preceding any class parties or assemblies, or
- Any student receiving an in-school or out-of-school suspension during that 9-week grading period will be denied the privilege of participation.
- In order for a student to leave campus for the extended lunch period prior to the Halloween party, a written permission slip with parent/guardian approval must be received in the office. Teachers in grades K-4 will develop, and communicate to parents/guardians, age appropriate expectations for classroom parties and field trips. Students who do not qualify for participation in a party will be assigned classroom work for that day.

CLASS PARTIES AND BIRTHDAY TREATS

The following rules apply to classroom parties and treats:

- **All treats should be store bought. No soda is allowed.**
- **Treats do not need to be food.**
- All classroom parties must be scheduled through the teacher.
- If you are interested in being a room mother/father, a sign-up sheet will be available at "Meet the Teacher Night."
- Parent chaperones are limited to the room mother/father, plus 3 helpers.
- No siblings or younger children will be allowed at classroom parties.
- Contact the classroom teacher at least 3 days prior to sending treats.
- Invitations distributed at school must be for everyone in the class. Invitations for all boy or all girl parties are also acceptable.

STUDENT TRANSPORTATION

BUS INFORMATION

Robein School provides bus transportation to and from school for students who qualify. We ask that students and parents/guardians familiarize themselves with the following information and encourage observance of the following guidelines and regulations:

- The bus driver is in charge and must be obeyed.
- Your child needs guidance from you, as well as from us, regarding the proper conduct going to and from the bus stop.
- No child will be allowed to ride any bus other than the one to which he is assigned, unless the office is contacted by the parent.

BUS SAFETY REGULATIONS AND GUIDELINES

1. Students may ride only on their assigned buses.
2. Be on time for the bus.
3. Remain on the sidewalk or designated pick up area while waiting for your assigned bus.

4. Wait for the bus to come to a complete stop before moving to board.
5. Enter and leave the bus in an orderly manner. Watch your step and use the handrails.
6. Always remain in your seat while the bus is in motion.
7. Loud talking, singing, and the use of profanity are not allowed.
8. Be absolutely quiet when approaching a railroad crossing.
9. Eating and drinking are not allowed on the bus.
10. Keep your hands, head, arms, and all materials inside the bus at all times.
11. Students are only allowed to be dropped off at designated points. Students crossing a street after being dropped off should walk at least 10 feet in front of the bus and wait for the driver to signal you to cross the road. Never run in front of a car or bus.
12. All items should be kept out of the aisle. Large items (i.e. projects) that interfere with the proper seating of students should not be brought on the bus.
13. Hazardous materials are not allowed on the bus.
14. In case of an emergency, remain in the bus until instructions are given by the driver.
15. Assist in keeping the bus safe and clear at all times. Riders who vandalize property will pay for the necessary repairs.
16. Pets and animals are not allowed at any time on the bus.
17. The bus driver may allow students to use electronic devices, if desired and used properly.

Permission for your child to ride home on a school bus with a friend due to an emergency may be granted upon receipt of a written request from the parent/guardian provided there is space available. The note should be brought to the administration for approval.

BUS DISCIPLINARY PROCEDURES

Riding a school bus is a privilege, not a right. As such, it may be suspended. When a student violates a safety regulation, disciplinary action will be taken at the discretion of the building administrator. Bus drivers who have experienced problems with students are directed to inform students verbally that a bus referral will be made to the office. Referrals will be made on the basis of the driver seeing a violation or observing violations on our videotape system. Bus referrals for serious incidents will carry the same weight as a discipline referral.

The following are the progressive bus discipline steps:

- | | |
|--------|----------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Verbal warning and parent/guardian notification. |
| Step 2 | Assigned seat on the bus and parent/guardian notification. |
| Step 3 | Suspension from the bus for one to five days. Parent/guardian conference requested. |
| Step 4 | Suspension from the bus for one to ten days. Parent/guardian conference requested. |
| Step 5 | For suspensions greater than 10 days, the student and parent/guardian will be requested to appear before the Board of Education. |

Should a parent/guardian request a hearing to appeal administrative action, such appeal may be made first to the Superintendent. If the parent/guardian is not satisfied, the appeal then proceeds to the Board of Education. Suspension of the student will continue until such time as results of the hearing are communicated to the parent/guardian.

GENERAL INFORMATION

NOTIFICATION OF VIDEO SURVEILLANCE

Robein School is a locked facility. The front door will be unlocked from 7:20 -8:00 a.m. After that time period, the student and parent must be buzzed-in and report to the office. It is the policy of Robein School District to permit the use of video cameras in the public areas of the school building, grounds, bus transportation, and other property including, but not limited to, entryways, hallways, stairwells, classrooms, and other instructional areas. The primary purpose of using video surveillance is to document disciplinary/safety problems and vandalism, thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law.

Students may be disciplined based on videotape evidence. However, the videotapes shall not be maintained as a student record, except as such tapes are used in the course of student disciplinary proceedings. Students may be videotaped periodically as part of the ongoing video taping system used on school buses. To protect student's right to privacy and to be in compliance with the Illinois School Code, if a problem arises requiring the videotape to be reviewed, the tape will be viewed by the Robein administration and pertinent staff.

DRESS CODE

Students may not wear anything distracting, dangerous to themselves and/or others, or inappropriate for the classroom as determined by the staff and administration. We believe that students should dress in a moderate, decent, safe, and clean manner. Clothing must cover shoulders to mid-thigh in length, or longer, while the student stands up straight with their arms at their sides. Midriff area must be covered. If a student's attire attracts attention, faculty members will check for appropriateness.

In grades K-8, the following are not allowed:

- Form fitting clothing, tank tops (**allowed K-4 only**), boxer shorts, soffe shorts, or pajamas;
- PE uniforms;
- Low-riding or sagging/baggy pants or shorts;
- Chains on clothing;
- Shredded, torn, or cut jeans, pants, shorts, skirts, or shirts;
- Clothing with vulgar language, sexually explicit or suggestive pictures;
- Pictures and/or words on clothing about alcohol, drugs, sexual meanings, cigarettes, or other inappropriate symbols (i.e. skulls, skeletons);
- Hat, hoods, and bandanas worn in the building, except on designated days;
- Distracting hair color, except on costume or crazy days;

Inappropriate dress will result in the need to change immediately. Please note that the above dress code applies to all students, even those who have not yet physically matured. Consistency in dress is desired.

RECESS

Students in grades K-3 will have two recesses scheduled per day, if possible. Students in grades 4-8 may have one recess. All students should dress appropriately each day for an outdoor recess. Students wearing sandals or flip-flops will not be allowed on the playground equipment.

CELL PHONES/ELECTRONIC DEVICES

Students may not have electronic devices turned on while in the building during regular school hours unless authorized by a teacher or the Superintendent under the Bring Your Own Technology Program, Policy 6:220. If an unauthorized device is seen, heard, or “on,” it will be confiscated and disciplinary action may be taken. Any emergency information should be transmitted through the school office. Students are responsible for their own personal devices.

USE OF THE SCHOOL PHONE

Students must have permission from their teacher to use the office phone. Students may use the office phone for sickness, emergencies, game or practice changes, or school related activities.

SCHOOL NEWSLETTER

Information will be sent home to parents/guardians as needed. The newsletter will be posted on the school website www.robein.org. Paper copies are available upon request in the school office.

PETS

Only classroom pets are allowed at Robein School. No outside pets are allowed on Robein School property.

LOST AND FOUND

Students and parents/guardians should check the lost and found receptacle for any lost article. Unclaimed articles will be thrown away or given to a local charity quarterly. Students will be given the opportunity to look over all items before they are donated.

USE OF SCHOOL FACILITIES

It is the intent of the School Board that the use of school facilities, by any individual or organization not affiliated with the school, be on a temporary basis in order to minimize any conflict with its primary intended use and school affiliated groups. Applications for use of school facilities are available in the school office.

Organizational Activities not sponsored by the school

Organizations (i.e. Boy Scouts, Girls Scouts, etc.) that sponsor activities on the school’s facilities outside of regular school hours shall be made aware of the school discipline policy. Sponsors of the organizations must provide adult supervision and follow all school rules. Sponsors shall be expected to take appropriate disciplinary measures when necessary. Failure to do so could result in cancellation of that organization’s privilege to use the district facilities.

Permission for such use will not be granted without prior approval by the Superintendent. The School Board will review and determine whether the facilities are being used in accordance with the intended

use. In the event the School Board votes to disallow further use, the Board President will notify the group involved in writing.

BICYCLES

All bicycles must be parked on the school grounds in the available bike racks. For safety, students are to walk their bikes between the street and the bike racks. Students are to have their bikes properly parked in the bike rack. We insist that all students have locks on their bikes. The school can not accept responsibility for stolen, “borrowed,” or damaged bicycles. Please understand that each student assumes the risk and responsibility for damage occurring to individual bicycles. Students are expected to observe traffic rules and regulations pertaining to riding their bicycle. Therefore, they should not be riding through neighbor’s front or back yards.

LOCKS AND LOCKERS

Students in grade 4 will be provided a locker, but no lock. Students in grades 5-8 will be provided a locker and a lock; students must use the school lock only. All coats, boots, and school materials are to be stored in these lockers.

Locks may be exchanged in the office if they fail to work or a new combination is needed. Students are responsible for all materials in their lockers. Stickers are not permitted in or on the lockers. Lockers are the property of Robein School, and are subject to search at any time.

ASBESTOS IN THE SCHOOL

Every year Robein School is required by law to notify parents/guardians that there is asbestos in the school. For the most part, the asbestos is contained in two areas. The first area is in the wrapping around some of the pipes in the hallways. These areas are inspected frequently for any damage and repair is made immediately if discovered. The second area where asbestos is found is in the floor tile. According to the EPA, the floor tile will only pose a danger if the tile is ground into a fine powder and then becomes airborne. This is not very likely. Every precaution is taken to protect our students. All asbestos findings and reports are kept in the district office and are available for public inspection. Please call if you have any other questions.

INTEGRATED PEST MANAGEMENT PLAN

Integrated Pest Management (IPM) programs are used to control insect pests within the building and grounds of schools. IPM programs include the use of a variety of pest management tools including non-chemical and chemical choices. Robein District has an IPM program, which incorporates building maintenance, sanitation, physical barriers, and pesticide application. If you wish, you may request prior notification two (2) days in advance of any pesticide application. Please call the district office if you would like to be placed on the notification list.

We will make every effort to only make application when the students are not present. However, our pest management plan is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to students’ health, or pesticide application where the insects may spread to numerous locations, if immediate procedures are not taken to control them.

ROBEIN EXTRA-CURRICULAR CODE

The following activities are included in the extra-curricular code: Softball, Baseball, Basketball, Cheerleading, Volleyball, Speech Competition, Student Council, Chorus, Scholastic Bowl, and Track. Being part of a school athletic team or organization is a privilege. The following procedures are to be followed by all students in a school activity:

- Students must conduct themselves as respectful to the team, school, and community represented.
- PBIS guidelines of the school are to be followed.
- Violation of school guidelines takes precedence over rules set by the coach or the organization.
- Robein students are to comply with the rules and regulations set forth for participation in IESA activities. Copies of the IESA rules may be found on the website <http://www.iesa.org>.
- Any student receiving an in-school or out-of-school suspension may not attend or participate in any extracurricular activity on the day or days of the suspension. Any athlete/participant receiving a second suspension during a single sport/event season will be dismissed from the team.

EXTRA-CURRICULAR ELIGIBILITY GRADES 5-8

Robein School follows the scholastic eligibility policies of the Illinois Elementary School Association. Scholastic eligibility applies to the activities of Softball, Baseball, Basketball, Cheerleading, Volleyball, Speech Competition, Student Council, Chorus, Scholastic Bowl, and Track. For all IESA activities, athletic as well as non-athletic, passing work shall be checked every Friday morning. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing (No F's) each subject (Literature, Language Arts, Math, Science, and Social Studies) each week to be eligible. Grades shall be cumulative for the grading period. The eligibility check shall be the same day each week (Friday) unless school is not in session; then it must be taken on the last day of student attendance that week. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Students who are ineligible for a total of 3 occurrences will be dismissed from the sport/activity without reimbursement of fees.

Students in grades 5-8 who are not athletes and are on the weekly Ineligibility List may attend home events/games provided they are supervised by their parent or guardian. (To determine weekly grades, parents/guardians need to access Skyward from the Robein School website. Passwords for Skyward may be obtained by calling the office.)

ATTENDANCE

A student must be in attendance for a half day to participate in an extracurricular event. This also applies on Friday for weekend events. Any exception to this must be pre-approved by the administration.

EXTRA-CURRICULAR FEES

The following are the fees for participation:

- The cost per student per activity is \$50.00, \$50.00, \$30.00, and \$30.00.
- Free or Reduced lunch qualified families with parent/adult assistance at the [2019](#) State Track Meet will benefit through discounted extra-curricular costs per activity of \$25.00, \$25.00, \$25.00, \$15.00, and \$15.00

SPORTS PROCEDURES

Tryouts for teams (baseball, softball, volleyball, basketball, track, scholastic bowl, and cheerleading):

- Coaches will conduct tryouts and select a range of numbers for athletes to be selected for the team.
- All programs requiring user fees will allow grades 5 through 8 to try out.
- Mandatory attendance with no unexcused absences will be required for all team tryouts. Excused absences are allowed with coach's prior knowledge.
- Alternates and managers may be added to all sports teams at the coach's discretion. Alternates pay ½ sports fee. Managers may have the opportunity to advance to the team if ineligibility or injury occurs.
- Playing time is solely the coach's decision, assuming the player meets eligibility requirements as defined in the handbook
- Coaches have the right to establish their team rules that are approved by administration prior to distribution in addition to Robein's rules. The coaches and administration will have the right to discipline, suspend, or remove a player from a team if the player violates the team or school rules.
- It is strongly recommended that the same uniforms are used for seventh and eighth grade teams due to the fact that many students play on both teams. This is to be considered when purchasing new uniforms.
- Students must choose between boys' basketball or cheerleading.

See "Student Participation Form" at end of Handbook.

COMPUTERS, ELECTRONIC NETWORKS, AND RELATED TECHNOLOGY

(Add 7:140 language about passwords)

Robein District 85 provides access to a variety of technologies, electronic devices, and software in order to promote educational achievement. The use of such devices is a privilege and inappropriate use will result in a loss of privileges and disciplinary action ranging from detentions to expulsion, and possible legal action. Examples of inappropriate use would be:

1. Using the network for illegal activity, violating copyright laws, or transmitting material in violation of state or federal regulations.
2. Unauthorized downloading of software.
3. Gaining unauthorized access to resources or entities.
4. Using another person's password.
5. Posting anonymous messages.
6. Accessing, submitting, posting, or publishing or displaying obscene, profane, sexually oriented, violent, threatening, racially offensive, or illegal material.
7. All other inappropriate uses listed in the District's Acceptable Use Policy.

Violations: 1st – May be removed from computers for 1 week.

2nd – May be removed from computers for one month.

3rd – May be removed from computers for the remainder of the year.

Only those students who have signed and returned proper authorization forms available from their teachers are allowed to use the Internet and other electronic devices.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Do not reveal personal address and passwords of classmates or district personnel.
2. Use appropriate language.
3. Recognize that e-mail is not private.
4. Be polite. Do not become abusive.

ELECTRONIC NETWORKS

The School Board's goal is to include electronic networks, encompassing the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the student, and (2) comply with criteria for the instructional materials and library-media center materials. Teachers may use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. All users of the District's computers and related technology shall maintain the confidentiality of student records. Reasonable measures will be taken to protect against unreasonable access and loss of confidential student information.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's state goals, or (2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communication apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications, downloaded or added materials, including files deleted from a user's account but not erased, may be monitored or read by school officials. Each District computer with Internet access has a filtering device that is designed to block entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the children's *Internet Protection Act*.

Visiting Inappropriate Sites

Students who accidentally click on an inappropriate site should notify the teacher immediately. Failure to do so may result in removal from the computer and other disciplinary action ranging from verbal warning to expulsion. Students who knowingly visit non-approved sites will be subject to the following:

- 1st – May be removed from computers for 1 week.
- 2nd – May be removed from computers for one month.

3rd – May be removed from computers for the remainder of the year.
The administration reserves the right to carry out greater or lesser discipline if deemed necessary.

Authorization for Electronic Network Access

Before a student may use the Internet, he/she must agree to comply with established policy as evidenced by his/her written signature. A second signature of a parent/guardian is also required before the privilege to use the Internet is granted to the student. The failure of any student to follow the terms of the Authorization for Electronic Network Access or other terms addressed in this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Bring Your Own Technology Program

Robein School has implemented a Bring Your Own Technology Program. All students that participate in this program under the supervision of the teaching staff will be required to comply with Board Policy 6:220. Policy 6:220 will be reviewed with students by classroom teachers and sent home for review and a signature by parents.

Student Electronic Technology Contract for 2019-2020

Directions: After reading the Student/Parent Handbook, please complete the appropriate portions of the following contract completely and legibly. The signature of a parent/ guardian is also required. Please return the completed contract to your classroom/homeroom teacher.

I have read the Student/Parent Handbook. I understand and will abide by the stated electronic technology policies/procedures of Robein School. Should I commit any violation, I further understand that my privileges will be revoked and additional school disciplinary action and/or appropriate legal action may be taken.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Student/Parent Handbook. I understand that electronic technology is designed for educational purposes and that the Robein School faculty and administration have taken available precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired by my child using electronic technology. I hereby give my permission for my child's use of the electronic technology and certify that the information contained on this form is correct.

Parent's or Guardian's Name (Please Print): _____

Parent or Guardian Signature: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Student Participation Form User/Sports Fees Receipt

Student Name: _____

<u>Teams</u>	Baseball	_____	Amount Due _____	Date Paid _____
	Softball	_____	Amount Due _____	Date Paid _____
	Basketball	_____	Amount Due _____	Date Paid _____
	Cheerleading	_____	Amount Due _____	Date Paid _____
	Scholastic Bowl	_____	Amount Due _____	Date Paid _____
	Volleyball	_____	Amount Due _____	Date Paid _____
	Track	_____	Amount Due _____	Date Paid _____

PAYMENT is due when uniforms are issued.

The following are the user/sports fees for participation:

- The cost per student per activity is **\$50.00, \$50.00, \$30.00, and \$30.00.**
- Free or Reduced lunch qualified families with parent/adult assistance at the **2019** State Track Meet will benefit through discounted extra-curricular costs per activity of \$25.00, \$25.00, \$25.00, \$15.00, and \$15.00

Rules and Requirements:

Extra-Curricular Eligibility - Robein School follows the scholastic eligibility policies of the Illinois Elementary School Association. Scholastic eligibility applies to the activities of Softball, Baseball, Basketball, Cheerleading, Volleyball, Speech Competition, Student Council, Chorus, Scholastic Bowl, and Track. For all IESA activities, athletic as well as non-athletic, passing work shall be checked every Friday morning. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing (No F's) each subject (Literature, Language Arts, English, Math, Science, and Social Studies) each week to be eligible. Grades shall be cumulative for the grading period. The eligibility check shall be the same day each week (Friday) unless school is not in session; then it must be taken on the last day of student attendance that week. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Students who are ineligible for a total of 3 occurrences will be dismissed from the sport/activity without reimbursement of fees.

Uniforms & Fees/Fines - Students must return all pieces of the athletic/school uniform per activity in **good/clean condition.** Failure to do so will result in a fee or fine owed. All fees/fines must be paid prior to participation in graduation exercises and the granting of a Robein diploma.

Signature of parent/guardian _____

Date _____

**ROBEIN GRADE SCHOOL DISTRICT NO. 85
200 CAMPUS AVENUE
EAST PEORIA, ILLINOIS 61611**

Telephone 309-694-1409

Fax 309-694-1450

I have read and acknowledge the rules and guidelines in the Robein School District #85 Student Handbook for the academic school year 2019-2020.

Student Signature

Date

Parent Signature

Date