

Rankin School District #98  
137165<sup>th</sup> Street  
Pekin, IL 61554  
309-346-3182  
www.rankin98.org

Dear Students, Parents, and Community Members:

Welcome to Rankin School District #98 and to the 2020-2021 school year! On behalf of Rankin School District's Board of Education, Staff, and Administration, thank you for sending your children to our District. Our highly trained and dedicated staff is committed to providing your children the best education possible as we believe, "Our School is a Great Place to Learn." Our District's main purpose, and what ultimately directs our decision making, can be found in our Mission Statement, "Empowering all students to reach their maximum potential and become productive, respectful, responsible, and well-rounded citizens."

As we embark on this mission, it is necessary that our District be governed by policies and procedures. Thus, our District has annually updated and prepared this handbook (found online) to assist you in providing this important information. Our handbook, which is in alignment with our Board Policy Manual, works cooperatively with the Illinois School Code to guide us along our mission. At the beginning of the year, we will familiarize our students with our overall expectations and code of conduct, but we strongly recommend that parents review this handbook with their children in advance of the school year. Occasionally, our formal resources do not account for all situations or for situations of extraordinary circumstances. In these special cases, our administrative team and Board of Education reserve the right to modify as necessary and provide the essential judgment and guidance needed.

It is my personal belief that all successful organizations and teams prioritize communication as a backbone principle. Thus, one of our District's yearly goals is to partner with all parents in the educational process of our students. We encourage parents to develop strong relationships with their children's teachers and to stay current with our District's news and information. Our District's website [www.rankin98.org](http://www.rankin98.org) serves as a tremendous resource and can assist in the process of being informed.

Our District is beyond grateful for the community's support for the education of our students. Also, we are extremely proud of our students and their accomplishments. Please note that the District's website and our social media pages will be updated regularly to document and highlight positive happenings and pertinent information. We also live stream various events throughout the year that take place outside of the "regular school day." As our District continues to push forward, our Vision Statement, "Building the foundation for the future by engaging youth through rigorous and diverse educational opportunities," guides us as we strategically plan for the future.

Trusted leader and Principal, Mrs. April McLaughlin, and I serve as your administrative team. We can be reached regularly via the District's phone number 309-346-3182 and/or by email at [amclaughlin@rankin98.org](mailto:amclaughlin@rankin98.org) and [mgordon@rankin98.org](mailto:mgordon@rankin98.org). While we encourage you to develop a high level of communication and involvement with your children's teachers, we are able to assist you regarding the various questions and situations you may encounter.

Again, welcome to Rankin and to the 2020-2021 school year! Go Rebels!

Sincerely,



Dr. Matt R. Gordon  
Superintendent



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## **EDUCATIONAL PHILOSOPHY & OBJECTIVES**

**MISSION:** Empowering all students to reach their maximum potential and become productive, respectful, responsible, and well-rounded citizens.

**VISION:** Building the foundation of the future by engaging youth through rigorous and diverse educational opportunities.

### **HANDBOOK NOTICE:**

This handbook has been prepared as a guide to our policies and procedures. This handbook is not considered the only resource for all District policy, procedures, or regulations and it may be modified by administration when extraordinary circumstances arise.

### **EDUCATIONAL PHILOSOPHY & OBJECTIVES:**

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills this will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic or religious bias.
- Observe school rules of conduct and treat all school personnel and students with courtesy and respect.
- Dress and groom in a manner that encourages health, cleanliness, and safety.
- Deliver school newsletters and handouts promptly to their parents.
- Ask questions about those areas he/she does understand. Everyone in your school wants you to succeed, to learn, to know. If you do not understand something, ASK.
- Dress appropriately for school and weather conditions.

### **RESPONSIBILITIES OF PARENTS:**

Cooperation between the school and parents is important to your child's success. As a parent, you can help your child to succeed in school in the following ways:

- See that your child attends school regularly and arrives promptly.
- Encourage positive attitudes towards school and learning.
- Make sure your child is clean and well groomed.
- See that your child has sufficient rest and a well-balanced diet, especially a good breakfast.
- Be aware and knowledgeable of your child's progress in school.
- Provide your child with a proper place to do homework.
- Talk with your child's teacher.
- Send a note explaining absences or any unusual circumstances that teachers should be aware of.
- Be interested in your child!

### **RESPONSIBILITIES OF THE SCHOOL DISTRICT:**

The School District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. We recognize our responsibility to:

- Develop citizenship skills and install a sense of personal responsibility for the good of all.
- Help students learn the knowledge and skills necessary for success in high school, college, work, and life.
- Stimulate intellectual curiosity, creativity, and growth.
- Help each student strive for excellence and instill a desire to reach his or her potential.
- Instill a desire for life-long learning.
- Develop an awareness of and appreciation for diversity.
- Develop positive character attributes and reduce reliance on conflicts or violence to solve problems.
- Help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- Be free of any sexual, cultural, ethnic, or religious bias.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS:**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. As a student at Rankin School, you have the right to the best education our system can offer you. Rights of a student carry with them certain responsibilities. All Rankin students have the right to:

- Learn and receive a quality education.
- Protection from physical or verbal abuse.
- Express their point of view in a respectful manner as long as it does not harm the rights of others.
- A school climate free of violence and disruption.
- Be disciplined in a fair and reasonable manner.
- Students may try out for competitive school activities as long as they have met eligibility requirements.
- Due process according to school codes.
- Develop citizenship and leadership skills.

### **All Rankin students have the responsibility to:**

- Attend school and participate in each of his/her classes to the fullest extent possible. Poor attendance is the most frequent cause of unsatisfactory work and school failure.
- Respect the rights and belongings of school personnel and other students.
- Care for and respect school property.  
Observe safety rules during school hours, school activities, and while traveling to and from school.
- Complete his/her assignments for each subject area within the time limits determined by the teacher.

## ACADEMICS

### ACADEMICS:

Rankin School exists in order to supply a quality education for its entire student body. The citizens of the Rankin School District are proud of the accomplishments of many of the school's graduates. Our goal is to continue this excellent educational background for our students, and at the same time, attempt to make their time at Rankin an enjoyable learning experience. In order to help students achieve academic excellence; the following rules have been established:

- Schoolwork may be penalized if late.
- Students must have no failing grades to be eligible to participate in extra or co-curricular activities.
- Cheating is not permissible and will not be tolerated in any circumstance.
- In grades Kindergarten through eight, progress reports will be issued between report cards.
- Report cards are issued to grades Kindergarten through eight at the end of each nine weeks-grading period. Consult the yearly calendar for issuing dates. Questions concerning grades should be referred to the teacher immediately.

### ART/MUSIC/PHYSICAL EDUCATION:

Grades 5-6-7-8<sup>th</sup> will earn letter grades for these subject areas (A, B, C, D, F). These letter grades will count towards grade point average eligibility for co-curricular, athletic, or extended activities and towards computation of Honor Roll. Each subject area will provide standards to determine those letter grades. Students who enroll in band will be required to stay in band for a minimum of one academic quarter. Students wishing to be exited from the class must wait until the end of an academic quarter. Parents must notify the school in writing of the desire to have a student removed from band class. Parents will have one week from receiving a report card to notify the school of these wishes. Any student who participates in band has the option to come out of art class. Parents will need to provide written notice to the office by the end of the first week of the quarter. This will allow the students to have study hall on Monday and Tuesday each week.

### ENGLISH LANGUAGE LEARNERS:

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

### GRADING:

The following grading scales will be used to determine report card grades:

#### Traditional Grading

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59%& Lower	F

#### Standards Based Grading

4-above grade level expectations

3-grade level expectations

2-approaching grade level expectations



## **1-not working independently; working below grade level expectations**

### **HEALTH EDUCATION:**

In addition to traditional Health Education topics, our program may include age-appropriate information about the dangers of drug and alcohol abuse. The District's education program shall offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse.

The family life and sex education program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional, and intellectual maturity level. In grades 6-8, family life courses shall include information regarding the alternatives to abortion and information regarding the prevention, transmission, and spread of AIDS. **Course content must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases.** Class sessions which deal exclusively with human sexuality may be conducted separately for males and females. Students in grades 6 through 8 shall receive instruction for decreasing self-destructive behavior, including methods for increasing life-coping skills, self-esteem, and parenting skills of adolescents and teenagers as a deterrent to their acceptance or practice of self-destruction actions.

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent(s)/guardian(s) submit a written objection to the Principal. Parent(s)/guardian(s) of students in grades Kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parent(s)/guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### **HONOR ROLL:**

All students in grades 6-8 who receive a grade point average of 3.50 or above are eligible for honor roll recognition. To earn "High Honors" a student must have a grade point average of 3.75 to 4.0 on his/her 9 week report card. To earn "Honors" recognition a student must have a grade point average of 3.5 to 3.74 on his/her 9-week report card.

### **INSTRUCTIONAL MATERIALS:**

All District classrooms are equipped with a wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
- Provide background information to enable students to make informed judgments and promote critical reading and thinking;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
- Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

## **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS):**

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called MTSS (Multi-tiered System of Support).

MTSS is a process designed to help schools focus on high quality instruction and interventions that are matched to student needs and monitored on a frequent basis. The information gained from an MTSS process is used by school personnel to adapt instruction and to make decisions regarding the student's educational program.

Perhaps the greatest benefit of an MTSS approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. While the interventions are taking place, school staff monitors any progress that these students are making in their problem areas. These progress monitoring techniques used within the MTSS process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

Most MTSS systems are divided into a three-tier intervention model:

Tier 1: Core Curriculum – 80-90%-Whole group/core instruction-for all students in the class

Tier 2: Small Group Interventions 5-10%-For some students (at-risk)-done in addition to Tier 1

Tier 3: Intense Interventions–1-5%-Customized interventions-for a very small number of students-done in addition to Tier 1 & Tier 2

## **NATIONAL JUNIOR HONOR SOCIETY:**

Rankin School is proud to sponsor a chapter of the National Junior Honor Society. Students are eligible for membership after they have earned a cumulative grade point average of 3.50 or higher for the previous six(6) grading periods. Additionally, eligible students must demonstrate leadership, service, character and citizenship in and out of school. Final selection is determined by a majority vote of the Faculty Council. Consideration for membership will occur in the fall of each year followed by an induction ceremony for new members.

## **PHYSICAL EDUCATION:**

A parent may excuse their child from PE for a maximum of 2 days for medical reasons with a written request signed by a parent stating the reason. A doctor's statement is required for an excuse of more than 2 days. A child excused from participating in PE will be provided an alternative assignment for that class period. The assignment will be graded and counted towards their PE grade. Additionally, a student who does not participate in PE due to illness, or injury, or other non-excused reason is ineligible to participate in athletic activities.

Students are to wear gym shoes and PE uniforms for physical education class.

## **PROGRAM FOR THE GIFTED:**

To the extent possible within the resources available, all gifted and talented students shall have an opportunity to participate in appropriate educational programs. The term "gifted and talented students"

means students whose mental development is accelerated well beyond the average or who have demonstrated a specific aptitude or talent to the extent they need and can benefit from specially planned educational services. “Gifted and talented students” include students with exceptional ability in academic subjects, high-level thought processes, divergent thinking, creativity, and the arts.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented. Our identification system is based upon multiple measures, which ensures all students equal access to gifted and talented programs, regardless of social, economic, linguistic, and ethnic background.

### **PROMOTION POLICY:**

The administration and professional staff of Rankin School District #98 have established a system of evaluation and reporting academic achievement to students and their parents or guardians. This grading system also determines when promotion and graduation requirements have been met. Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. When any alternative in a student’s normal progression through school is contemplated, all factors must be considered.

The decision to promote a student to the next grade level shall be based upon successful completion of the curriculum, attendance, and grades. Performance on IAR, STAR, or other standardized testing deemed appropriate by the professional staff may also be considered. A student shall not be promoted based upon age or any other social reason not related to academic performance.

The administration shall determine what remedial assistance is necessary for a student who is not promoted. Remedial assistance may include, but not limited to: a summer program (payable by student’s family), tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and/or retention in grade. Each teacher shall maintain an evaluation record for each student in the teacher’s classroom.

A student will be considered for retention if they meet any of the following criteria:

- Failing one or more of core subjects (math, science, social studies, language arts) for the year
- Missing 15 or more days in one semester or more than 20 days during the school year.  
(Students who exceed these absence guidelines due to a long-term illness and have completed all required make-up work at a satisfactory level might be exempt from these criteria.)
- Not meeting or scoring below average on IAR assessment.
- Not passing state mandated Constitution tests for the 8<sup>th</sup> grade.

The teachers and administration will consider students who meet any of these criteria for possible retention. Not all students considered will be retained. The classroom, teachers and administration will make the final determination on retention based on their review of all available information. Social promotion is not allowed under the Illinois School Code.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include extended school day, special homework, tutorial sessions, and modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

**SPECIAL EDUCATION:**

Any child, ages 3-21 (or graduation), which legally resides in the school district is eligible for special education services if the child is determined to have a disability that results in an adverse effect on his/her education. These services are managed by Article 14 of the School Code of Illinois, its implementing regulations and the federal law, Individuals with Disabilities Education Act (IDEA). Upon request, parents/guardians may receive a copy of the Illinois State Board of Education's regulations on special education services and their rights. The need for special education and related services must be determined at an IEP Team meeting following a comprehensive case study evaluation. The educational rights of students with disabilities are reviewed with parents before an evaluation is conducted. Parental consent is necessary for evaluation and initial placement.

Categories for eligibility include: Autism, Deafness, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Impairment, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury and Visual Impairment.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts, which shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, the student may also be placed in private school education facilities.

**SPECIAL EDUCATION REFERRAL PROCEDURES:**

Prior to a special education referral, interventions must occur that include collaboration between teachers, parents and other concerned parties to design and implement strategies that address a child's deficit areas. Use of intervention strategies includes design, implementation, data keeping and review. If a student continues to struggle following the documentation of several interventions strategies, a special education referral may be appropriate. Referrals for evaluation in schools may be made through the building principal by school district personnel, the parents of the child, persons having primary care and custody, or the State Board of Education when there is reason to believe that a child may require special education services.

**TITLE I PROGRAMS:**

Rankin School District annually seeks funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Every Student Succeeds Act (ESSA), to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District maintains programs, activities, and procedures for the involvement of

parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in School-level compacts, which will be reviewed with parents annually.

## ATTENDANCE

School begins at 8:15 a.m. and ends at 3:00 p.m. If you are bringing your child(ren) to school, please have them here no later than 8:07 a.m. Children being brought to school by parents are to use the main entrance. If your child arrives at school at 8:15 or after, they will be considered tardy and must get a pass from the office.

Illinois law requires that whoever has custody and control of any child between age six and seventeen shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. The school will e-mail home letters to parents notifying them of the number of days their student has missed. The district is required to notify parents of the number of days a student has missed school.

Parents or guardians of school age children who knowingly and willfully permit their child to be truant from school are liable to a Class C misdemeanor and shall be subject to a fine of up to \$1,500.

### ABSENCE REPORTING:

**Dial 346-3182 and choose option 2** - leave the information regarding your child's absence including symptoms if your child is ill. This can be done at any time of the day or night, 24 hours per day, seven days a week. Please call and leave a message when your child will be absent or tardy by 8:15 a.m. This will keep us from calling you to confirm the absence.

### ABSENCE TYPES:

If you did not use the voicemail option described above, parents are to call the school office by 8:15 a.m. on any day a student is absent to verify the reason for the absence. Failure to call the office will require the school to make a reasonable effort to notify parents/guardians of the child's absence by 10:30 a.m. that morning using the phone numbers provided at registration.

Below is a list of excused and unexcused absences as determined by the Board of Education.

#### **Excused absences may include but are not limited to:**

- Sickness, personal or in the immediate family of the student
- Medical or dental appointments
- Death in immediate family and funerals
- Family emergency situation to be determined by the administration
- Circumstances which cause reasonable concern to the parent for the safety or health of the student
- Observance of religious holidays
- School field trips/events
- Family vacations - **only when pre-approved in advance** - by the principal or superintendent and homework arrangements made with the teacher. **Please try to avoid scheduling vacations while school is in session as your child misses valuable instruction and the School District loses State funding due to the absence. Students will be excused for up to 5 days of family vacation time per school year.** If additional days are to be missed, the parent must contact the principal or superintendent.
- A permit from the doctor is required if the reason for absence has been a communicable disease or a student has been absent for three (3) or more days for the same condition or illness. Please contact the nurse if you have questions or concerns.

**Unexcused Absences: The following list includes but is not limited to common types of unexcused absences...**

- Baby-sitting
- Missing the bus
- Over Sleeping
- Car trouble
- Failure to notify school of vacation
- Concerts
- Vacations that are not approved by the Superintendent or Principal
- Shopping
- Hunting, fishing and/or other extra-curricular activities in which a student is not a participant
- Haircut or grooming
- Suspensions
- Truancy
- Working

Following an unexcused absence, the student will be required to make-up missed work.

Each school year a student will be allowed 8 total days of excused parent call-in absences for illness. After the 8th parent call-in excused absence, documentation will be required to qualify as an excused absence. If no documentation is provided, the absence will be considered as an unexcused absence. Students absent for 3 consecutive days will still be required to have a doctor's note to return to school.

Absences that do not count toward the 8 day limit include, but are not limited to:

- Pre-approved absences from the office  
(examples: appointments or vacation)
- Medical appointments or doctor recommendations/excuses
- DCFS business
- Death in immediate family and funerals
- School activities

Students missing 15 or more days in one semester or more than 20 days during the school year may be considered for retention.

While monitoring attendance and this policy, the Administration reserves the right to utilize discretion for special circumstances.

**HALF-DAY ABSENCES:**

	K-1 <sup>st</sup>	2 <sup>nd</sup> -8 <sup>th</sup>
Half Day of school	1-120 minutes	1-150 minutes
Full Day of School	121-240 minutes	151-300 minutes

**This requirement is established in compliance with state law.**

## **ABSENTEE PROCEDURES:**

Regular attendance is important for the scholastic progress of the individual student. Students are expected to make up all work missed. Credit for make-up work for will be granted. The time given for make-up work is as follows:

- It is the student's responsibility to obtain all make-up work and return it to the teacher in the specified period of time. Once assignments are provided or the student returns to school, they will be allowed the number of days absent, plus one, to complete all make-up work.
- All make-up work must be completed within one (1) week after the end of the 9-weeks grading period. Special arrangements will be made for students with extended illness or at teacher discretion for other absences.
- Students returning to school after an absence for any reason are responsible for assignments previously announced, i.e., tests, term papers, notebooks, etc.
- Students absent from school, for reasons of illness, in excess of ten (10) school days should make arrangements for home/hospital instruction. Teachers will cooperate with the student and parent in cases of extended illness.
- Pre-arranged absences—Any student needing to miss school for a pre-approved reason, needs to fill out the Pre-Approved Absence form and return it to the office prior to missing school. Make-up work should be handed in **prior** to the day(s) of absence if the assignment has been provided in advance. Assignments provided to be completed during the absence are due the day you return to school.

## **BEFORE AND AFTER SCHOOL PROCEDURES:**

### **BEFORE SCHOOL:**

**Students are not allowed in the school building before 7:30 a.m.** Students with approval from a sponsor, teacher, or administrator may enter the building before 7:30 a.m. Students must go directly to the location specified by the staff member they are meeting. All students riding the bus are to enter the south side of the building. Those arriving by car should enter the main entrance. Students in K-5 are to go directly to the cafeteria and remain there until dismissed to their classrooms. Students in grades 6-8 are to go to the new gym unless they are eating breakfast, which is to be eaten in the cafeteria. When finished with their meal, students should go to the new gym. Breakfast will be served beginning at 7:45. If students have a pass from a teacher, they may go to that room at the time specified on the pass.

### **AFTER SCHOOL:**

At dismissal time, students riding the bus home will exit by the south doors and immediately get on the proper bus. Students being picked up after school will be in the main entry vestibule and hallway. Please park your car, come in and escort your child through the parking lot back to your car. Students are to remain inside the building as a safety precaution.

Please be sure your child knows how they are to come home each day before leaving for school in the morning. If your child is in grades K-5<sup>th</sup>, you must send a written notice of any change in their normal transportation pattern. This is done for your child's safety. If an emergency arises, and plans must be altered, please call the school office. Please understand that calls received after 2:00 p.m. may not provide sufficient time to notify the child of the changes. Please limit changes in after school plans to emergency situations only.

If a parent needs to make alternate transportation arrangements for a student, the parent should contact the school office as early as possible in the day. If students are riding the bus to a friend's house, a note from the parents of both children is required to be sent to school.



### **CHECKING IN/OUT:**

Students who need to leave school, during the day for any reason, must have their parent/guardian sign them out in the office stating the time and reason they left. Students arriving late must sign in at the office stating the time of their arrival and their reason for being tardy or absent. Teachers may not release pupils from school at other than the regular dismissal times without prior approval of the principal, superintendent or his designee. No pupil will be released from school to any adult other than the custodial parent/guardian or those persons identified on the registration form, without the written or oral permission of the parent/guardian.

### **EVENING EVENTS AND AFTER SCHOOL ACTIVITIES:**

**Students must be in attendance long enough to be marked present for the entire day in Teacher Ease to attend extra-curricular activities, or any school sponsored, or school related event, regardless of location after school or in the evening.** If a student misses part of the day due to illness or injury they will not be allowed to participate that evening. Students who miss school for pre-approved medical/dental appointments or other excused reasons (except illness) may participate. Students absent on Friday may participate in weekend activities.

### **TARDY POLICY:**

The efficient management of time is the responsibility of every student. Punctuality is a skill students can take with them into high school. Students should never be tardy in our building. Teachers are more than willing to work with students who may need additional time to get to class on a particular day for whatever reason. However, communication must occur between the student and teacher. Students who are tardy (to class or to school) more than three (3) times will be referred to the office. Excessive tardiness can be referred to the Tazewell County Truancy Officer.

### **TRANSPORTATION:**

Students who are getting rides to or from school should be picked up and dropped off in the parking lot area on the NORTH side of the building. Parents should enter and leave through the main parking lot. Please enter the south side entrance and use the new north end exit to leave the main parking lot. **Please do not use the south drive. Please do not park in the driveway or in front of the building as this blocks traffic and creates a dangerous situation.** In the afternoon, please park in a marked space and come into the building or wait in your car to pick up your child. **Please do not stop in the drives or in front of the building as this creates problems for students.** The SOUTH side of the building is for bus drop off only. **No bicycles are to be ridden to school at any time. No student is to walk to or from school.** Please help us insure the safety of all our children by driving carefully.

## CAFETERIA

### **CAFETERIA:**

A hot lunch program is provided for Rankin students. Students who bring their lunch will have an opportunity to purchase milk for \$.50 per container. Student lunches may be purchased on a daily, weekly, or monthly basis, for \$2.65 per meal. Students will not be allowed to charge an excessive amount to their lunch account. The district will send out text messages or emails to let families know when a student has a negative balance. The monthly breakfast and lunch menus are available on our website.

We also provide a breakfast program. Each morning a hot or cold breakfast will be offered to students before school, for \$1.85 per meal. Milk or juice is provided with each meal.

Parents bringing lunch to school, from home or a restaurant may do so for their child ONLY. They may not bring or purchase lunches for other students. Classroom parties or other extracurricular activities must be approved in advance by the administration and should not occur between 11:00 AM and 1:00 PM, as not to conflict with the school lunch program.

**Students may not leave the school grounds at lunch.** The lunch period is 30 minutes long. Students are expected to follow the same general rules of classroom behavior while in the cafeteria. Due to changes in state requirements, no soda machines (including juice and sports drinks) are allowed in the school. Bottled water will be available for sale. Juices will be sold in the cafeteria. Students bringing a lunch from home should be sure their name is clearly written on the lunch, so it can be returned if misplaced. Please do not send glass containers in the lunch. Milk may be sent in a Thermos container, but all other drinks should be sent in their original sealed containers.

### **FREE AND REDUCED PRICE FOOD SERVICE:**

#### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines for family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### **Non-discrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### **Appeal a Decision**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlines by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

### **MEAL ACCOUNTS:**

Our breakfast and lunch record keeping is monitored by an electronic system called Teacher Ease. Each child has an individual account that holds their deposits and charges their meals or ala cart selections against their balances. At the end of the school year any money left on your account will be rolled over to the following year.

**Rankin is a closed campus for lunch.**

## CODE OF CONDUCT

Rankin School is committed to excellence in every phase of the educational program. This commitment requires that each student observe standards of behavior, which will best allow for teaching and learning to take place. Discipline at Rankin is used as a means of fostering the growth of students towards maturity and responsibility. The goals and objectives of this policy are to provide effective discipline practices that:

- (1) ensure the safety and dignity of students and staff
- (2) maintain a positive, weapons-free, and drug-free learning environment;
- (3) keep school property and the property of others secure
- (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution
- (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

To accomplish this goal we expect all students, staff and visitors to:

- Respect the beliefs, ideals, property, and personal space of others.
- Behave, promote, and protect an appropriate learning atmosphere.
- Follow all school/classroom rules and procedures.
- Attend school regularly and be on time for your commitments.
- Always give your best effort.
- Be a positive helpful person.

### **ILLINOIS SCHOOL CODE:**

Section 24-24 states that: Teachers and other certified educational employees shall maintain discipline in the schools. A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the handbook, 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.

### **MISCONDUCT BY STUDENTS WITH DISABILITIES**

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduced identified inappropriate behaviors.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the

removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

## **STUDENT BEHAVIOR**

We expect our students to be quality citizens of our school community. This means they will be courteous, respectful, and hardworking and follow our rules and expectations. When a student violates a classroom or school rule they may receive a consequence for their behavior. These responses are designed to help students recognize what they did wrong and learn more appropriate school behavior.

### **MAINTAINING STUDENT DISCIPLINE:**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the administration and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students; a student's removal must be in accordance with Board policy and administrative procedures. Teachers shall not use disciplinary methods, which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vapes or JUULs and any accessories.
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 or controlled substance, or cannabis (including medical cannabis, marijuana, 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. 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 tablet or powdered form.
- g. "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, or 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, or controlled substance, or other substance that is prohibited by this policy.
- h. 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device (watches, tablet, iPod, iPad ...) in any manner that disrupts the educational environment or violates the rights of others, including using the device to take video, photographs anywhere on campus, cheat, or otherwise violate student conduct rules is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP), or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. No electronic devices of any kind will be allowed in the restroom or locker rooms during the regular school day.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

### Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.



## **BUS CONDUCT:**

Students should follow these simple rules at all times in order to be safe bus riders. Improper actions on a school bus will be reported to the Administration. The following guidelines and regulations apply to any trip under school sponsorship.

- All school rules, including those in the handbook, are expected on the bus.
- Be cooperative with the driver.
- The bus driver is authorized to assign seats and set bus conduct rules.
- Be courteous to all others on the bus.
- Use no profane language at any time.
- No eating or drinking on the bus.
- Keep the buses clean- pick up after yourself.
- Do not be destructive. You are liable for the cost of repair for damages you cause.
- Stay in your seat and face the front with your feet on the floor at all times when the bus is in motion.
- Keep your head, hands and feet inside the bus at all times
- Dress appropriately for weather conditions, wearing a coat in the winter.

Failure to abide by these rules may result in the loss of riding privileges, suspension, or expulsion from the bus.

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

## **DRESS CODE:**

Students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/ learning climate, or compromise reasonable standards of health, safety, and decency. If a style of dress or grooming becomes or appears to become disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school. Spirit week or dress up days will occur throughout the year and some exceptions to the dress code will be allowed for these types of events.

The following dress code is a minimum standard for all students in the District; however, athletic teams and student clubs or organizations may be held to different standards or allowed accommodations.

- Hats, coats, bandanas, sweat bands, hoods, and sunglasses may not be worn in the building during the school day (for both girls and boys).
- Appropriate footwear must be worn at all times. Slippers are not to be worn to school.

Muscle shirts, midriff tops, halter-tops, low cut tops or tops that are revealing etc. are not acceptable.

Shirts with spaghetti straps are not acceptable. No part of your torso should show at any time.

- Extremely short shorts/skirts are not acceptable. Clothing with holes above the knee is not acceptable.
- No clothing or apparel worn shall contain or display obscene lettering or information that may tend to advertise or promote the use of alcohol, drugs, tobacco, satanic symbols, violence and/ or inappropriate messages.
- Flannel or cotton “pajama style” pants are not to be worn to school.
- Students in grades 6, 7, and 8 will dress for PE. Students will wear the approved PE uniform. After PE, students will change back into their regular clothes.

Parents are asked to use discretion and help assure their child is properly dressed for school in consideration of their age and maturity. Student dress should not limit or excuse any student from taking part in any indoor or outdoor activity. Students with inappropriate dress will have to change to appropriate attire and may receive a referral. Parents will be called if dress is deemed inappropriate and the issue cannot be worked out with the student. Parents will also be contacted if the behavior is repeated. Violations of the dress code may be considered to be gross insubordination. The administration is the final authority for judging appropriateness of a student’s appearance.

**OFF SCHOOL GROUNDS:**

No student is to be off school grounds during the school day after arriving in the morning except for pre-approved appointments. Students are not allowed to be signed out for lunch. If a student leaves the building without consent, the office will call the police and notify the parents.

**SEXUAL HARRASSMENT:**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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; or
2. Has the purpose or effect of:
  - A. Substantially interfering with a student's educational environment;
  - B. Creating an intimidating, hostile, or offensive educational environment;
  - C. Depriving a student of educational aid, benefits, services, or treatment; or
  - D. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Superintendent. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **SEARCH:**

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, Chromebooks and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### Seizure of Property

If a search produces evidence that the student has violated or is violating 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 may be transferred to law enforcement authorities.

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to The Superintendent or designee shall notify students and their parents/guardians that of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

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

**PORNOGRAPHY:**

These materials are inappropriate for a school setting. Possessing, viewing, or distributing pornographic materials will result in referral. Students are prohibited from sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

**GROSS INSUBORDINATION AND NON-COMPLIANCE:**

Gross insubordination refers to serious acts of disobedience, disrespect, or endangerment of others. In addition to those items identified as gross insubordination, other actions may by their nature be serious enough to rise to the level of gross insubordination. Any behavior that is considered threatening to the safe operation of our school is gross insubordination.

Non Compliance refers to acts of disobedience, disrespect, or violation such as skipping detention, being excessively tardy, falsely signing a parent or teacher's name on a school document, changing any information, or adding other names to a school document, being truant, having unauthorized presence on school property, using vulgar language, or refusing to comply with directions of school staff. This also includes making false, inaccurate or incomplete statements when responding to the questions of a staff member or administrator.

**VIOLATION OF PERSONAL OR DISTRICT PROPERTY AND/OR SPACE:**

Common courtesy and proper manners will be expected of all students at all times when on school grounds, buses, or other places during school activities. Students must understand that it is the responsibility of all school personnel to discipline any student at any place on the school grounds, or school sponsored event. Students must receive permission from the teacher before using any item in or on a teacher's desk or using anything belonging to a teacher, administrator, secretary, cook, or custodian. Students should not borrow or use any item that belongs to other students. Students are not allowed in another student's desk, bag, or locker without permission and supervision of a teacher. Any violation of the above rules will result in a referral.

We accept our responsibility to provide an environment that is safe, healthy, and conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences that exist among students and the responsibility of providing a positive educational experience for all students. Students, teachers, staff, and Administration have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goal of Rankin School is to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision-making. It is clear that in order to provide this positive environment in the school, cooperation and mutual support on matters of discipline and attendance are necessary between home (parents) and school. Students who infringe upon the rights of others, or who violate school rules and policies, shall receive a consequence for their unacceptable behavior

## Disciplinary Measures

### 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 voluntarily due to behavioral or academic difficulties. Due process is afforded to all students in all disciplinary situations. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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 – The Principal shall ensure that the student is properly supervised.
7. After-school study (detention) or Saturday study (detention) provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or a designee. (Additional information regarding detentions can be found below)
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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.

### **DETENTION RULES:**

- Be on time. If you arrive late, you will be required to serve the entire amount of time assigned for the detention.
- Bring proper materials and everything you wish to take home.
- Do not talk, sleep, or pass notes.
- Complete all works assigned or participate in any discussion with the supervisor.

### **CLASSROOM DETENTION:**

Classroom detentions are assigned by a teacher for violations of classroom rules or minor violation of school rules that may not merit a referral, for failure to meet classroom-learning expectations. You may be asked to serve an academic detention for failure to meet classroom-learning expectations or not turning in an assignment. Students receiving multiple classroom detentions may be given an office disciplinary referral. Classroom Detention may be assigned before or after school or during lunch.

### **LUNCH DETENTION:**

Lunch detentions may be assigned by administration for classroom, lunch or other misbehavior. Students will get their lunch and report to the office to serve the detention. Students who serve a lunch detention will eat lunch in the office.

### **ADMINISTRATIVE DETENTION:**

This is assigned by the administration for violations of school rules or in response to a referral. This is one or more, 30 to 60 minute periods when a student is required to stay after school any day of the week. Repeated Administrative Detentions may cause a student to lose the privilege of attending an after-school function or activity or may result in other disciplinary action.

## **SUSPENSION PROCEDURES**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of

disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
      - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
  5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

## Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## **EXPULSION PROCEDURES**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case -by -case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the District Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student,



and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## GENERAL INFORMATION

### **ACCIDENT INSURANCE:**

Student accident insurance will be available through the school without charge. The policy covers accidents incurred during many supervised school activities.

### **ALERTNOW NOTIFICATION SERVICE:**

Keeping you informed is a top priority at Rankin School. That's why we have adopted the ALERTNOW Notification Service which will allow us to send a telephone, e-mail or text message to you providing important information about school events or emergencies. We anticipate using ALERTNOW to notify you of school delays or cancellations due to inclement weather, as well as remind you about various school events. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

- Caller ID will display the school's main number (346-3182) when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.**
- Please listen to the voice message before calling the school back.**

### **ANIMALS ON SCHOOL PROPERTY:**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the administration in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ASBESTOS MANAGEMENT PLAN:**

The Rankin School District #98 Asbestos Management Plans have been prepared in accordance with the Asbestos Hazard Management Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Management Plan are available at the school office. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, **please contact Dr. Matt Gordon** at 346-3182.

### **BICYCLES, SKATEBOARDS, SCOOTERS, ETC:**

Bicycles, skateboards, scooters or other similar items are not to be used on school property at any time. This includes after school activities, athletic events and meetings. Bicycles, skateboards, scooters or similar items are not to be ridden to school.

### **CHILD FIND:**

The school district provides a semi-annual screening of all children between the ages of Birth and 5, annual hearing and vision screening, speech and language screening upon initial enrollment in school, and ongoing annual screening by teachers and other professional personnel for referral of those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

### **CLASSROOM PARTIES:**

All class parties and treats are to be approved by the classroom teacher and administration. Class parties should not take place during or extend over the lunch period or interfere with students eating lunch in the cafeteria. Items brought in to school for class parties must be purchased. No homemade items should be brought to school to share with students.

### **EMERGENCY DAYS:**

In case of emergency, early dismissal, change in school hours, or school cancellation, the first notice will be made by using the ALERTNOW system. Radio stations WMBD (1470 FM), WSWT (107 FM), WCIC (91.5 FM), WPBG (93.3 FM) and WIRL (1290 AM) and local TV stations WEEK, WHOI, and WMBD will be notified next. During these times, call the school **ONLY** in cases of emergency so the school phones can be used for communication.

### **EQUAL OPPORTUNITY:**

Rankin School District #98 will not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factor prohibited by law in any of its educational programs and activities. The Board is committed to providing equal educational opportunities for all students commensurate with their need, abilities, and their diverse cultural backgrounds. No students shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. If you have any concerns about equal opportunity please contact the Superintendent to follow the Uniform Grievance Procedure listed below.

### **FIELD TRIPS:**

During the course of the school year, classes may go on educational field trips. It is the policy of this administration to ensure the success of these field trips and the positive public image of Rankin School. Based upon the recommendation of the teacher or administration, students who have proven to be uncooperative, or who consistently misbehave during the school year may be excluded from field trips. This decision will be made prior to the day of the field trip. All field trip proposals must be submitted to the principal in advance for approval.

All field trips will require a signed parent permission form for the student to participate. These forms will be sent home well in advance of the trip and must be signed and returned before the trip. **Phone calls for approval will NOT be accepted.**

### **FIELD TRIPS - EIGHTH GRADE TRIP:**

At the completion of each school year, 8<sup>th</sup> grade students have the privilege to participate in a trip at the end of the year. Based upon the recommendation of the teacher and/or administration, students who have proven to be uncooperative, disrespectful, or who consistently misbehave during the school year will **NOT** be allowed to participate in the trip. Additionally, students **must** be academically eligible at the time of the trip to be able to attend. Any student, who has served two or more in-school or any out-of-school suspension, will lose the privilege of participating in the trip. All school fees must be paid prior to the trip (lunch, book fees, trip fees, library fees, etc....).

### **FUNDRAISER ACTIVITIES:**

**Only school related fundraising activities will be allowed to be sold at school.** This means that no outside (non-school) program, activity, or group, or individual member of such an organization may sell products or solicit orders on school grounds without prior permission from the administration.

**HALLS AND RESTROOMS:**

To ensure safety, students should use the right side of the halls and stairs. Students should walk in the halls and not skip or jump steps. The walls and fixtures in the restroom should not be used to climb, hang, or swing.

**LIBRARY:**

The library will be open on school days, during normal school hours. Books can be checked out for one week. Students are responsible for the care of the materials they check out from the library. All materials are to be used gently, so our Rankin Library collection can grow.

Students need to use quiet voices in the library since there are multiple classrooms close to the library. Students are reminded to treat materials carefully while in the library. Additionally, they will be asked to follow the directions of the librarian, teacher, teacher's aide or volunteers present in the library. If they choose not to follow directions, they may be asked to leave the library.

If any student has two overdue items, they will be unable to check out any further items until the overdue items are returned. Fine notices will be sent home periodically with the student's name, book title, and the fine due. If the overdue materials are not returned, a second notice will be sent home with the student. If a third notice is necessary, a notice will be mailed to parents with the amount of for replacement materials.

The library volunteers have the authority to supervise the library area, monitor and direct student behavior, and request students to leave the library area if they are disruptive. All great libraries run with the help of volunteers! We would love to have help for our twice yearly book fairs to be able to buy more terrific titles for your children to enjoy.

**LOST AND FOUND:**

The Lost and Found shelving unit is located by the south exit vestibule. Small or expensive items are kept in the office. Items lost such as jewelry, glasses, clothing, shoes etc., are turned in daily. Please be sure to check for any items you are missing. Every year we have a very large number of unclaimed items in the lost and found. Lost and found items will be placed on display in the main hall quarterly for students to claim. After being on display, unclaimed items will be placed in the drop box outside in the parking lot.

**NON-SCHOOL SPONSORED PUBLICATIONS AND WEB SITES:**

Students are prohibited from accessing and/or distributing at school any written 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;
  - that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
  - that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
  - that is primarily intended for the immediate solicitation of funds; or
  - that is primarily prepared by non-students, unless it is being used for school purposes.
- Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

- 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.

The distribution of non-school sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District. The district will pass out information through the office for Pekin area not for profit organizations such as: Pekin Park District, Union Mission, Pekin High School, Boy Scouts, Girl Scouts or others as approved by the administration.

Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student who engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### **OBLIGATIONS:**

Students may incur obligations for lost or damaged books, library materials, vandalism, locks, cafeteria charges, or other reasons. These need to be paid immediately.

#### **PESTICIDE REGISTRATION:**

Rankin School District 98 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

#### **PICTURES/VIDEO/LIVE STREAMING**

Rankin seeks to provide appropriate recognition for our students and staff and promote the positive happenings of our District! In addition, Rankin wants to connect with the extended members of our District’s families as well. Based on the above rationale, the District may choose to live stream school activities/events outside of the Regular School Day. A media form provided at Registration serves as additional notice to all parents and guardians that our students who participate in activities/events outside of the Regular School Day may be identified and published online and/or live streamed. During the Regular School Day, the District would like to take photographs and videos of students and staff to publish online. The District will also want to identify the names of students in pictures and videos during the Regular School Day. Thus, the District utilizes the form noted above to seek parent/guardian media consent for their child to be included and identified during the Regular School Day in pictures and videos online. The District will not live stream activities or events during the Regular School Day. If parents or guardians consent to their child being identified in pictures and videos during the Regular School Day, they need to indicate so on the media form. If parents or guardians deny consent, this also needs to be notated on the form. If parents or guardians have concerns related to their child about the live streaming of activities or events outside of the Regular School Day, they are directed to contact Dr. Matt Gordon, Superintendent, at 309-346-3182 or [mgordon@rankin98.org](mailto:mgordon@rankin98.org).

## **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS:**

At each regular and special open meeting, the members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

- While not required, it is preferred that you request inclusion on the agenda through the Superintendent or Board Secretary.
- Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
- Identify him or herself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
- The Board will respond to the presenters or petitioner no later than 48 hours following the next regularly scheduled meeting.

Petitions or written correspondence to the Board shall be presented to the School Board at the next regularly scheduled Board meeting.

## **RIGHTS TO REQUEST TEACHER QUALIFICATIONS:**

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact Superintendent Dr. Matt Gordon at the school office.

## **REQUIREMENTS FOR ENROLLMENT:**

**RESIDENCY:** State law and Board Policy define residency for school enrollment as the location where the persons who have **legal custody** of the student(s) reside. This is where they are physically present (live and sleep) with an intention to remain in that location. Parents/legal guardians are required to show proof of residence at registration or upon the request of the administration. If you are living with someone else and cannot prove residency, both you and the person you live with must complete a form indicating the reasons and that individual must show proof of residency. This needs to be completed at least once per year. If you are not the parent or **legal guardian** of the student(s), you must complete a form explaining why the child(ren) is living

with you. If available, the parents must also complete this form. Your request will be evaluated by the Superintendent who will determine if the child(ren) qualifies as a resident for school enrollment. State law specifies that knowingly or willfully providing false information to establish residency is a Class C Misdemeanor punishable by not more than 30 days in jail and/or a fine not to exceed \$1,500. Non-resident students may request to be enrolled on a tuition basis. All the forms mentioned above are available on the District website.

**BIRTH CERTIFICATE:** Parents/guardians of students enrolling in the District for the first time must present a **certified copy of the student's birth certificate (not the hospital issued one)**. The school will immediately make a copy of the certified birth certificate for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

**TRANSFER STUDENTS:** Student(s) who transfer to a public school in Illinois from another state must present a physical examination and verification of immunizations along with an original certified birth certificate. Any student enrolling at Rankin will need a student in good standing form from the previous district. Transfer students from outside the State of Illinois must present a current physical upon enrollment. Students who are leaving Rankin and transferring to a different district will need a student in good standing form. The office will send this form along with the student's records after receiving a request from the new district.

**KINDERGARTEN:** Rankin offers a full-day Kindergarten program. Families do have the option of for half-day Kindergarten. For any family not interested in the full-day Kindergarten program, please contact school administration.

**ACCELERATED PLACEMENT PROGRAM (APP):** The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

### **SAFETY PROGRAM:**

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. Rankin School has developed and implemented a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, we will conduct school evacuation (fire) drills, bus evacuation drill, severe weather and shelter-in-place drill. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

### **SAFETY RULES (for use of gym, playground, and fields):**

- All accidents should be immediately reported to one of the supervisors.
- Standing, running, or playing under the bleachers will not be allowed.
- Throwing balls at people or walls is not allowed.
- Wild shooting or throwing balls at the basket will not be allowed.
- No balls are to be thrown after the bell/whistle!
- Toys or balls from home are not to be used in the gym.
- No games that involve pushing or pulling clothes, tackling each other, tripping, or piling on, etc. should be played.
- Only one (1) person at a time may use a swing. Misusing swings, standing on a swing, twisting a swing or swinging from side to side, or jumping off a swing, is not permitted.
- Standing or sitting on top of playground equipment is allowed only on the jungle gym.
- Climbing up the braces of any playground equipment or sitting on top of equipment is not allowed.
- Students are to wait in line when climbing ladders.
- Throwing snowballs or rocks is not permitted.
- Games must follow regular rules.
- Courtesy and sportsmanship should always be evident.
- No game that includes hitting or hurting another student is allowed.

### **SCHOOL SPONSORED EVENTS:**

Attendance at school-sponsored events is a privilege. Only students who attend the school may attend school sponsored events. Spring Lake students in 6<sup>th</sup> grade may be invited to attend certain Rankin School sponsored events.

### **SCHOOL PROPERTY & EQUIPMENT:**

Rankin School has a reputation for having clean and attractive facilities. To maintain this image, students must accept their share of responsibility for keeping the building neat and clean. Students should follow the following rules at all times:



- ❑ The classroom surroundings may only be changed with approval. These surroundings include furniture and other classroom materials.
- ❑ Desks, textbooks, and equipment issued to or used by students are to be returned in good condition, any damage will be paid for at full replacement cost!
- ❑ Students must not mark on or damage desks, books, lockers, walls, or any other part of the school building or grounds.
- ❑ Cleats, spikes, or taps cannot be worn in the school building.
- ❑ An administrator must approve posters before being mounted.
- ❑ Chair and desk legs must remain on the floor.

**STUDENT RECORDS-PARENTS AND STUDENTS RIGHT:**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member’s sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to, or the consent of, the student’s parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

**The *permanent record* includes:**

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports

Information pertaining to release of this record  
Honors and awards  
School-sponsored activities and athletics

**The *temporary record* may include:**

Family background  
Intelligence and aptitude scores  
Psychological reports  
Achievement test results, including scores on the Illinois Standards Achievement Test  
Participation in extracurricular activities  
Honors and awards  
Teacher anecdotal records  
Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another  
Special education files  
Verified reports or information from non-educational persons  
Verified information of clear relevance to the student's education  
Information pertaining to release of this record

**TECHNOLOGY/BOOK RENTAL:**

Textbooks and technology are rented from the school. Kindergarten to 5<sup>th</sup> grade shall have an eighty dollar (\$80.00) rental fee for the 2019-20 school year. Students in grades 6-8 will have a ninety (\$90.00) rental fee for the 2019-20 school year. A \$10.00 discount will be given if this fee is paid in full by September 1 or within ten days of registering your child. If students lose books or equipment during the year, they may be required to pay the price of replacement. At the beginning of the school, the classroom teacher will record all textbook conditions. At the end of the school year, all books will be inspected and students will be responsible for covering the cost of the repairs that are above normal "wear and tear" or full replacement price if a book is beyond repair. A separate technology agreement will be given to each student outlining the students' responsibilities. Parents who meet certain income guidelines may qualify for a technology/textbook rental fee waiver or reduction. If you feel you may qualify, complete the "Request for Waiver" form. These forms can be obtained from the office or on the school website. A request for waiver does not cover the cost of repair or replacement due to mistreatment or loss of equipment or any other financial obligation.

**TECHNOLOGY AND DISTRICT ELECTRONIC NETWORK ACCESS FOR STUDENTS:**

All parents and students are required to sign the Acceptable Use of District Networks Policy and the 1:1 Computer Agreement for Students and Parents (when applicable) if they wish to allow their child(ren) to use our technology. Please read and discuss this policy with your child(ren). The district prohibits the access of materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate for the school setting. The use of inappropriate material or language, accessing inappropriate sites, violation of copyright laws, sending inappropriate messages (including but not limited to email, messenger, or Google Apps), or non-compliance with the rules for computer use and electronic access, may result in the loss of privilege to use this resource. Ultimately, the parent/guardian is responsible for the child's actions.

Any student who obtains or shares a password of another student for the purpose of breaking into files will receive a referral. Any student caught or found through investigation to be or have been "hacking" into another's files will receive a referral and may lose their computer privilege. Students accessing the Internet must only connect to appropriate sites. Any student caught accessing an inappropriate site will

lose their computer or Internet privilege and may receive a discipline referral. These actions may also be considered vandalism.

All student use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. Students and parent/guardian must sign the acceptable use policy and the 1:1 agreement each year. This form is available at registration or in the office. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

If you would like additional information, please contact the office at 309-346-3182, or visit [www.rankin98.org](http://www.rankin98.org) where the Rankin School District #98 Acceptable Use of Electronic Networks Policy # 6:235-AP1 may be accessed.

#### **TELEPHONE:**

Students may only use the office or classroom phone in an emergency or to inform parents of a change in scheduled activities. Students must get a pass from their teacher and permission from the office to use the office telephone. The phone is not to be used to arrange for someone to spend the night or to come over after school. These plans must be made in advance. We reserve the right to permit or deny use of the phone if students abuse the privilege. Students will not be taken out of class to receive phone calls from relatives unless it is an emergency which will be determined by the administration. **Cancellations and special announcements will be sent out in a telephone broadcast.**

#### **TRANSPORTATION:**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. Students must be on time at their scheduled stop. The bus cannot wait for those who are tardy. Students are expected to behave well while waiting at their stop, while riding on the bus, and after getting off the bus. All regular school rules and bus conduct rules apply during these times. Students will not be allowed to transport anything on the bus that cannot be held on their lap. No animals or birds, or any other object that could be considered a danger by the bus driver is allowed.

**Students may not board or depart the bus at a stop other than their own without a written request from each child's parent. The written requests must be brought to the school office for approval from the school administration. Requests will generally be allowed if the change will not overload a route or require an additional unscheduled stop.**

- Written requests by **each** child's parent/guardian, will be honored as long as the request remains reasonable in number and scope.
- If the request does involve riding another bus and/or adding an unscheduled stop, the parents will need to submit the request in writing explaining:
  1. The reason why the student(s) cannot get on or off at their usual stop.

2. Why no other arrangements could be made.

The Principal shall be the determiner as to whether or not a request can be honored.

### **TRANSPORTATION EMERGENCY ROUTES:**

In the event of severe weather or other emergency situations, the buses will run Emergency Routes. These routes stay on main roads and will make stops within 1.5 miles of your home. You will be informed of your emergency stop location at registration. Please make arrangements for your child in the event we run Emergency Routes. We will inform the television and radio stations to announce the use of Emergency Routes.

### **VISITORS-ADULTS:**

Visitors are welcome at any School District building, provided their presence will not be disruptive. To enhance student safety, **all visitors shall enter through the front door nearest the office, sign in using a driver's license or state ID, and receive a visitor's pass from the District office.** The visitor must wear a pass in a visible location as long as they are in the building and return it to the office and sign out as they are leaving the building. Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Teachers are not available for conferences or questions when they are with their students.

Any staff member may request identification from any person on school grounds or in any school building: refusal to provide such information is a criminal act. The Superintendent or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board policy 8:30, Conduct on School Property.

### **VISITORS-STUDENTS:**

Students attending other schools or those of school age are not allowed in the building between 8:15 a.m. and 3:00 p.m. unless accompanied by their parents. Students from another school may come if accompanied by their teacher on a pre-approved visit for an appropriate purpose.

### **VOLUNTEER AND VENDOR BACKGROUND CHECKS:**

The Superintendent serves as the District contact person for purposes of the Child Sex Offender and Murder Community Notification Law and shall so notify local law enforcement officials. The Superintendent may at any time request information from law enforcement officials regarding child sex offenders.

Per P.A. 94-994, school districts are required to notify district parents that you may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR).

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at [www.state.il.us/isp](http://www.state.il.us/isp). You may search the database by name, zip code, or county.

Other school staff members will be notified as listed below:

- A teacher will be told if a parent/guardian of one of his or her students is on the list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a parent/guardian of a student for whom he or she provides services is on the list.

The Superintendent and Principal will use the list to screen all individuals who may come in contact with students at school or school events.

Volunteers, student teachers and clinical experience students, any other person regularly in the building:

- Each staff member shall submit to the Superintendent the name and address of each volunteer. The Superintendent shall immediately screen the volunteer's name and address against the list of child sex offenders. If a match is found, the Superintendent shall contact the local law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call that he or she may not be on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

Contractors' employees:

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

- District contractors shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.0. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.
- If a staff member at any time becomes aware or suspicious that a contractor's employee is a child sex offender, the employee shall immediately notify the Superintendent. If the Superintendent believes the employee's information is credible, the Superintendent shall contact the contractor and request written assurance that the employee is not a child sex offender.

Employees:

- Any person hired by the District shall submit to a criminal history background investigation, according to State Law and Board policy 5:30, Hiring Process and Criteria.
- Each time a list of child sex offenders is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the person's employment.

### **WAIVER OF STUDENT FEES:**

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: technology, textbooks and instructional materials, charges and deposits for use of school property, charges for field trips, charges for uniforms or equipment, charges to participate in extracurricular activities, charges for supplies of particular classes, graduation fees, and school record fees. However, students shall not be denied educational services or academic credit due to the inability to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, and equipment. A fee waiver application form is available from the school office and on our website. In order for the family to be eligible for the \$10.00 discount, the waiver must be turned into the

office prior to the September 1<sup>st</sup> deadline. These applications will be date/time stamped when received in the office.

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

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to families with Dependent Children).
- The student or student's family is currently eligible for free (waiver) price meals pursuant to 105 ILCS 125/1 et seq.

The Superintendent will give additional consideration for fee waiver where the following factors are present:

- Serious illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more parent(s)/guardian(s) are involved in a work stoppage.

The parent or guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student. The Superintendent will notify the parent(s) or guardian(s) promptly as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

A Superintendent's denial of a fee waiver request may be appealed to the Board of Education within fourteen (14) calendar days of the denial. An appeal shall be decided within thirty (30) calendar days of the parents' or guardians' request for an appeal. The Superintendent will notify the parent(s) or guardian(s) in writing of the Board's decision. A denied request shall state the reason. The decision of the Board is final and binding.

No fee shall be collected from any parent or guardian who is seeking a fee waiver in accordance with this policy until the Superintendent has acted on an appeal, if any, and the parent(s) or guardian(s) have been notified.

Questions regarding the fee waiver request process should be addressed to the Superintendent's office.

## HEALTH AND MEDICAL REQUIREMENTS:

### EXAMINATIONS AND IMMUNIZATIONS:

A parent/guardian must present proof of their child's physical examinations and immunizations as required by the State of Illinois and the school district. **Examinations and any required immunization against preventable communicable diseases must be conducted within one year prior to the date of entry.**

<b>Physical Exam Requirements:</b> (October 15 <sup>th</sup> )	Pre-K, Kindergarten and 6 <sup>th</sup> grade
<b>Immunizations Requirements:</b> (October 15 <sup>th</sup> )	Kindergarten: DTap, Polio, MMR, Varicella, Hib 6 <sup>th</sup> grade: Tdap, Hepatitis B, Meningococcal Conjugate
<b>Vision Exam Requirements:</b> (October 15 <sup>th</sup> )	Required for children entering Kindergarten for the first time. Exams must be performed by an optometrist or by a physician who provides eye examinations. (October 15 <sup>th</sup> )
<b>Dental Exam Requirements:</b> (May 15 <sup>th</sup> )	Required for children entering Kindergarten, 2 <sup>nd</sup> grade and 6 <sup>th</sup> grade.

Please make sure all immunizations are administered at the correct time frames (example: last booster **AFTER** 4<sup>th</sup> birthday, etc.). Failure to comply with the above requirements by the date listed of the current school year or within the required compliance period following new enrollment into the district **will result in the student's exclusion from school** until the required health documentation is submitted.

**EYE AND DENTAL EXAM WAIVER:** Forms are available to families who meet the Illinois State Board of Education criteria for undue financial burden.

In the case of medical or religious exemption for any of the previous health requirements, documentation must be provided to the school at registration, or prior to the October 15<sup>th</sup> deadline, in accordance with state guidelines.

**VISION AND HEARING EXAMS:** Vision and hearing exams are performed as mandated by the State of Illinois. Vision and hearing screenings done at the school are not substitutes for complete vision and hearing examinations by a doctor. These exams are not optional. Only children who have on file at school a record of a vision and/or hearing examination performed by a doctor within 12 months of the current school year will be exempt from vision and/or hearing screenings. Rankin SD #98 currently provides vision & hearing screenings for students.

### STUDENT ILLNESS:

Students who are injured or ill during the day may see the nurse. Students should not call parents to come pick them up. If a student needs to be sent home, a school representative will contact the family. Parents are responsible for coming to school to pick up the student or making arrangements for another family member to come pick up the student. If a student has a fever of 100.0 degrees Fahrenheit or greater, the student must go home and may not return to school until 24 hours after the fever is gone without assistance from any medication. If a student stays home from school or is sent home from the nurse for vomiting or diarrhea, the student is not allowed to return until they have been symptom free for 24 hours as well. A permit from the doctor is required if the reason for absence has been a communicable disease

or a student has been absent for three (3) or more consecutive days for the same condition or illness. Please contact the nurse if you have questions or concerns.

If the injury or illness is serious or potentially contagious, the parent/guardian will be contacted immediately. If the situation needs immediate medical treatment, the local ambulance service will be called as well as the parent/guardian. In most cases the child is able to return to the classroom, sometimes after a brief rest or with an ice pack.

Please remember that we cannot distribute any medication to students unless a release form has been signed by a physician and the parent and the form has been turned to school. A record is kept for each interaction with a student. A new form must be turned into the office each year.

### **REQUIRED SCHOOL EXCLUSIONS:**

There are a number of childhood conditions for which a child must be excluded from school. Included are:

- *COMMUNICABLE DISEASES* including *chicken pox, strep throat, scarlet fever, encephalitis, measles, mumps, rubella, pertussis (whooping cough), salmonellosis, and shigellosis*. It is required that these be reported to your child's school. A more thorough listing of the communicable diseases can be located by contacting the Illinois Department of Public Health.
- *UNEXPLAINED RASHES OR SORES*
- *CONJUNCTIVITIS (pink eye) or suspected conjunctivitis*
- *IMPETIGO or suspected impetigo*
- *RINGWORM or suspected ringworm*

For ALL of the above, your child needs a doctor's note stating the date that he/she is no longer contagious and may return to school.

### **STUDENT CARE:**

If your child has asthma, diabetes, food allergies, seizures, or other chronic illnesses, parents/guardians are responsible for contacting our school nurse to set up a meeting to complete the required medical forms. Parents/guardians are required to grant consent for and authorize School District representatives to communicate directly with the health care provider whose instructions are included in the required medical forms.

**ASTHMA:** If your child has asthma and requires assistance with managing this condition while at school and school functions, a Medication Authorization Form signed by the physician, must be submitted to the school nurse at registration or upon a new diagnosis.

**DIABETES:** If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan (DMMP) must be submitted to the school principal/superintendent.

**FOOD ALLERGIES:** State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be



developed and implemented to provide the needed support so that your student can access his – or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district may also be able to appropriately meet a student’s needs through other means.

**SEIZURES:** If your child has seizures or a history of seizures please complete a Seizure Action Plan and the Parent Questionnaire on our school website. Please turn this form in to the nurse on registration day each year or at the onset of a new diagnosis.

***If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 309-346-3182.***

### **MEDICATIONS AT SCHOOL:**

This Board Policy is established to prevent the misuse or abuse of medications in our school. Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication (including non-prescription medications) during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District’s procedures on dispensing medication. This medication must be sent to the school in the original bottle with the student’s name, a date, and dosage information on the label.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the Student’s parent(s)/guardian(s). This form must be filled out and kept on file each school year. **No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**All prescribed medications and over the counter medications are to be kept in the nurse’s office with a note from the physician.** Students who have severe asthma may carry their inhalers with them, and students with allergies may carry and self-administer medication by the use of an epinephrine auto-injector, with a completed Medication Authorization Form and note from their doctor. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration or medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. **All medication (prescription and over the counter) are to be sent to school in their original containers with the labels intact.**

- Please check with your doctor to see if medications can be timed to be given outside the school day.
- Please be sure that the medication is clearly marked with your child’s name and that the medication is identified. Dosage amount and times to be given should be provided by the doctor. Prescription medications and over the counter medications must be in their original containers.

- Instruct your child as to when he/she is to take their medication. It is their responsibility to remember. The nurse will make every effort to be sure medications are distributed on time, but this cannot be guaranteed.
- Please complete the School Medication Authorization Form for every medication your child must take at school. **This form must be filled out each school year.**

### **HEAD LICE:**

Parents are required to notify the school nurse if they suspect their child has head lice. Students with live lice will be sent home following parent notification. Students with eggs (or nits) found within 2 inches of the scalp will also be sent home. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

### **HOME AND HOSPITAL INSTRUCTION:**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Periodic conferences will be held between appropriate school personnel, parent (s)/guardian (s), and hospital staff to coordinate course work and facilitate a student's return to school.

### **RELIGIOUS AND MEDICAL EXEMPTIONS**

Religious and medical exemption documents **MUST** be signed and approved by a medical professional (physician, advanced nurse practitioner, or physician's assistant) who conducted the health exam. The religious exemptions form may be obtained from the physician or at the Illinois Department of Public Health website.

### **WELLNESS PLAN**

Wellness Plan/Policy plan can be found on the Rankin website – [www.rankin98.org](http://www.rankin98.org)

## **RANKIN SCHOOL EXTRACURRICULAR ACTIVITY CODE**

It is our belief that participation in all extended activities is a privilege and not an absolute right. Students who elect to represent their school by taking part in extended activities must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of a wholesome, law-abiding citizen of the community. This code is to be signed by all students, participants and parents before starting practice for each activity. This code goes into effect the first day a student tries out for an activity and remains in effect 24 hours a day throughout the season. The same restrictions apply for additional extracurricular activities the student participates in during the remainder of the current school year.

The District believes participation in extracurricular activities enhances the educational experience for our students. Thus, our District encourages our student-athletes to participate in multiple activities while striving to maintain strong and successful extracurricular programs each year. While the staff and administration strive to coordinate schedules for student-athletes who participate in multiple activities, periodic conflicts will occur. For scheduling conflicts, student, parent, and staff input will be considered, but the administration, in an attempt to meet the needs of all teams and programs, retains the right to make the final decisions in regards to the attendance of activities for student-athletes. Failure to follow directions from administration may result in disciplinary consequences.

### **EXTRACURRICULAR ACTIVITIES TO WHICH THIS CODE APPLIES:**

Baseball, cheerleading, basketball (girls & boys), volleyball, softball, track (girls & boys), student council, speech team, scholastic bowl, chess club (4th-8th), school specific clubs, and any additional activities added by the District #98 School Board or Administration. These activities are open to students in 5<sup>th</sup> -8<sup>th</sup> grade. Students must not be failing any class to be eligible to participate in games, practices and open gym activities. Students with failing grades may try out for an activity, but cannot participate until they are meeting eligibility requirements. Students must be in attendance ALL DAY in order to participate unless otherwise approved by administration. The district follows IESA by-laws.

### **ACADEMIC AND PHYSICAL ELIGIBILITY:**

- Rankin will follow the IESA by-laws for academic eligibility.
- Participants must not have a grade of F in any subject. In compliance to IESA guidelines, we will conduct weekly eligibility.
- Eligibility runs from Monday through Saturday. An ineligible student cannot participate in games, practices, or performances until the Monday after they become eligible. During the first week of ineligibility, and with approval of both the coach and parent, a student may attend but not participate in practices, games or performances. During a second week of ineligibility, a student may not attend any activity, practice, game or performance. If a student is not eligible, the coach or sponsor will notify the student and the family.
- A participant will lose membership in the activity if they are declared academically ineligible 3 different times within the length of the activity's season. The season begins at tryouts and extends through the last game/match.
- All participants must have a current physical examination and all required forms completed and on file in the office prior to trying out or participation in any of the athletic activities.
- Any student exempted from Physical Education for illness or injury will not be eligible to participate in any extracurricular activity that involves physical activity (sports, cheerleading, etc.)
- Students are expected to be in school long enough to be marked present for the day in Teacher Ease to participate in extracurricular activities after school or in the evening. If a student misses part of the day due to illness, injury, or other unexcused reason, they will not be

allowed to dress or participate that evening. Students who miss less than three hours of school for medical/dental appointments or other pre-arranged excused reason (except illness) may participate. Students absent on Friday may participate in weekend activities.

- Students must ride the team bus to all away games in order to participate. If the student cannot ride the bus due to a family conflict they must have prior approval from the administration to have alternate transportation. Students serving a bus suspension may not ride the bus to or participate in the away game/activity. Students must be signed out by a parent to leave the event.

### **ATHLETIC RULES AND REGULATIONS:**

We strongly encourage our parents and fans to follow the ethics of clean competition and good sportsmanship. IESA by-laws state, "Any person found to be in gross violation of the ethics of competition or sportsmanship may be barred from interscholastic contests." These areas will be stressed to our athletes and coaches, and it is the hope of our athletic program that the parents of our community will lead the way towards good sportsmanship.

Any Rankin fan that is ejected from a school sponsored event will be addressed by the administration.

The school board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days' notice of the violation is given to such person and a hearing had thereon by the school board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing an offense at any school event. (ILCS 5/24-24)

### **AWARDS:**

A participant must complete the season as a member in good standing in order to receive awards, school letters, or other recognition.

### **COACHES/SPONSORS RULES AND GUIDELINES:**

Coaches or sponsors may establish general and specific team rules above and beyond this Activity Code (provided the Superintendent and Athletic Director deem them appropriate). The rules will include the consequences for failure to comply with the expectations established by the coach. These additional expectations will be made clear to players and parents during the pre-season.

### **CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES:**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

The conduct code shall:

- (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property
- (2) emphasize that hazing and bullying activities are strictly prohibited
- (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the

rules of conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

The Code of Conduct below describes the expectations and goals of the student activity program. Students participating in any of the activities listed above will be subject to disciplinary action if they violate this Code of Conduct. The Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violation.

- Students are expected to follow the School Dress Code and be well groomed at all extra-curricular events, award programs and while traveling to and from activities.
- Students are expected to follow all District policies and procedures on student discipline as described in the Student Handbook or as explained by any staff member.
- Students must follow the rules of the activity as explained by the coach or sponsor.
- Students must not use cell phones on the bus without specific prior approval of coach/sponsor. This includes text messaging, photos or any other use of the phone.
- Students must behave in a manner that is NOT detrimental to the good of the group or school.
- Students must conduct themselves at all times, including after school and on days when school is not in session, as good citizens and exemplars of their school – they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct.
- Students are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.
- Students will not be insubordinate or disrespectful towards the sponsor, coach or any official.
- Students will not falsify any information contained on the permissions and forms required to participate in the activity.
- Students will not possess, buy, sell, barter, use, distribute, or be under the influence of drugs, controlled substances, alcohol, tobacco, vapes, JUULs, or any illegal substance, look alike drugs (or any substance represented to be one of the above) or paraphernalia, which alters mind, body, or performance.
- Students will not commit any act which is a felony or misdemeanor.
- Students will not be knowingly present in a location where any of the previous two code violations is occurring.

#### **SOURCES USED TO IDENTIFY ACTIVITY CODE INFRACTIONS:**

- Students committing infractions witnessed by school staff members.
- Student admission.
- Students identified through an investigation resulting from a reported violation.
- Information obtained from or provided by law enforcement officials or the State's Attorney.
- Students convicted of crimes through fines, court supervision, probation, or jail time.
- Drug and /or alcohol blood test requested or required by the school because of suspicious behavior by the student that indicates a possibility of drug or alcohol abuse.

#### **CONSEQUENCES:**

A student who is accused of violating the Code of Conduct is entitled to appropriate due process. The administration and Board of education reserve the right to waive, alter, or modify any penalties or guidelines due to extenuating circumstances.

- A student, who receives a second administrative detention and/or second classroom suspension, will lose the privilege to participate in the next scheduled day of games. This includes all games scheduled for that day.

- A student who receives an in-school suspension while participating in an activity will lose eligibility for a period ranging from the length of the suspension to the end of the season depending upon the seriousness of the infraction and discipline history, as determined by the Administration. At a minimum the student will be ineligible for one game/match for every day (or half day) suspended. They will not be able to participate in or attend any practices or activity during the term of the suspension.
- A student who receives an out-of-school suspension while participating in an activity will lose eligibility for a period ranging from the length of the suspension to the end of the season depending upon the seriousness of the infraction and discipline history, as determined by the Administration. At a minimum the student will be ineligible for one game/match for every day (or half day) suspended. They will not be able to participate in or attend any practice or activity during the term of the suspension. A second suspension will result in the loss of membership in all current activities for the remainder of the season. A third suspension will result in loss of eligibility to participate in any Extracurricular Activities for one calendar year.
- A student receiving a bus suspension will not be allowed to ride the bus to or participate in any away events during the period of the suspension.
- A student whose infractions occur away from school or school activities will be subject to any of the above listed consequences depending on the nature of the violation.
- A student who is disciplined two times within a season for violating the Code of Conduct will forfeit all awards for current activities and will not participate in award ceremonies.

### **CONCUSSIONS AND HEAD INJURIES:**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion

Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

#### **FINANCIAL ELIGIBILITY/RESPONSIBILITY:**

Students are responsible for any uniform or other equipment issued for their use. Any uniform or equipment needing repair or replacement because of damage or misuse, or that is not returned, will become the financial responsibility of the participant and his/her parents.

## Appendix A

### **ANNUAL NOTICE OF STUDENT EDUCATION RECORD PRIVACY:**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's right transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

**Name of Staff: Dr. Matt Gordon Superintendent**

**Telephone: 309-346-3182 Email Address: [mgordon@rankin98.org](mailto:mgordon@rankin98.org)**

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records, believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

**Name of Staff: Dr. Matt Gordon, Superintendent**

**Telephone: 309-346-3182 Email Address: [mgordon@rankin98.org](mailto:mgordon@rankin98.org)**

- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office

U.S. Department of Education



Explanation of Change: Necessary Name Change

**Appendix B**

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

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

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

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

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

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

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

## Appendix C

### Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy<sup>2</sup>, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation. Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

## Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* mean days on which the District's main office is open.

## Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

## Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

## Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Complaint Managers:**

**Dr. Matt Gordon**

Rankin School District #98  
13716 S. 5<sup>th</sup> Street  
Pekin, IL 61554  
309-346-3182

**Mrs. April McLaughlin**

Rankin School District #98  
13716 S. 5<sup>th</sup> Street  
Pekin, IL 61554  
309-346-3182

**Nondiscrimination Coordinator:**

**Dr. Matt Gordon**

Rankin School District #98  
13716 S. 5<sup>th</sup> Street  
Pekin, IL 61554  
309-346-3182

## PROCEDURES FOR RESOLVING COMPLAINTS AND APPEALS

- I. **Applicability.** These procedures apply to complaints and appeals filed with the Illinois State Board of Education by an organization or individual with respect to the State-administered portions of the following federal programs, as required under 34 C.F.R. Sections 299.10, 299.11 and 299.12.
  - a) Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies)
  - b) Part B of Title I (Even Start Family Literacy Programs), other than the federally-administered direct grants for Indian tribes and tribal organizations, children of migratory workers, Statewide family literacy initiatives and prisons that house women and children
  - c) Part C of Title I (Migrant Education)
  - d) Part D of Title I (Children and Youth Who Are Neglected, Delinquent or At Risk of Dropping Out)
  - e) Title II (Teacher Quality Act) other than section 2103 and Part C of Title 34
  - f) Part D of Title II (State and Local Programs for School Technology Resources)
  - g) Title III (Emergency Immigrant Education)
  - h) Part A of Title IV (Safe and Drug-Free Schools and Communities) other than Section 4114 and
  - i) Title V (Innovative Education Program Strategies).
- II. **Procedures.** An individual or organization may file a written complaint alleging that the State Board of Education, a local school district, cooperative or joint agreement, charter school, special charter district, regional office of education, educational service agency, other local or State agency responsible for administering public elementary or secondary schools, or a combination or consortium of agencies (hereafter, each of the foregoing entities is referred to as an “Educational Agency”) has violated a federal statute or regulation that applies to an applicable program listed above in Section I.
- III. An individual or organization may file a written appeal with the State Board of Education from a decision of an Educational Agency with respect to a complaint alleging violation of a federal statute or regulation that applies to an applicable program listed above in Section I.
- IV. An individual or organization that files a complaint or appeal under Sections II or III must:
  - a) identify one or more Educational Agency(ies) that has violated a requirement of federal statute or regulation that applies to an applicable program listed above in Section I;
  - b) indicate the specific requirement of federal statute(s) or regulation(s) allegedly violated; and
  - c) specify facts demonstrating the alleged violation(s).
- V. The complaint or appeal must be submitted in writing within thirty (30) days of the final action being appealed to the following address, with a copy sent to the Educational Agency alleged to have committed the violation:

Illinois State Board of Education  
Attn: Office of General Counsel 100  
North First Street Springfield, Illinois  
62777-0001

- VI. The complaint or appeal must be signed by the individual complainant or appellant or the executive director or chief administrator of the organization or entity filing the complaint or appeal. No electronic or facsimile transmissions will be accepted.
- VII. Within fourteen (14) days after receipt of the written complaint or appeal, staff of the State Board of Education shall review the submission and determine whether an independent on-site investigation is necessary. However, if the complaint or appeal alleges that the State Board of Education violated a federal statute or regulation, the State Board of Education shall promptly refer the matter to the Office of the Executive Inspector General for investigation in accordance with the State Officials and Employees Ethics Act, 5 ILCS 430/1 *et seq.* The State Board of Education shall take no further action on such matter until and unless directed to do so by the Office of the Executive Inspector General. If any such matter is referred back to the State Board of Education by the Office of the Executive Inspector General, an ISBE division other than the division responsible for administering the applicable program shall be designated by the State Superintendent of Education and conduct all necessary investigations and submit all findings and recommendations required by these procedures.
- VIII. Upon request, the party or parties submitting the complaint or appeal shall promptly provide to the State Board of Education such additional information as the State Board determines is necessary to resolve the complaint or appeal.
- IX. Within sixty (60) days after receipt of the written complaint or appeal, the completion of any on-site investigation, receipt of any additional information requested under Section VIII, or receipt of a final report from the Office of the Executive Inspector General, whichever occurs last, the State Board of Education division responsible for administering the applicable program (or another division, if appointed under Section VII) shall submit findings and recommendations to the State Superintendent of Education for a final determination. The State Superintendent of Education shall make a final written determination and shall send a copy of such determination to each party within fourteen (14) days of receipt of the findings and recommendations from the applicable State Board of Education division.
- X. In cases of exceptional circumstances, the time limit established under Section IX may be extended by the State Superintendent of Education with respect to a particular complaint or appeal.
- XI. At the discretion of the Secretary of the United States Department of Education, the individual or organization that filed a complaint or appeal may request that the Secretary review the State Superintendent's final written determination. In matters involving violations of 20 U.S.C. 7883 (participation of private school children), the Secretary will follow the procedures developed pursuant to such section.
- XII. Each Educational Agency that offers a program listed above in Section I must disseminate, free of

charge, information about the complaint and appeal procedures set forth herein in a format supplied by the State Board of Education, to parents of students in the applicable programs and appropriate private school officials or representatives. Such dissemination may be provided through a website describing the program, or through a student handbook.

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