

MASCOUTAH ELEMENTARY SCHOOLS (Pre-k–5)



PARENT & STUDENT HANDBOOK 2022-2023

MASCOUTAH ELEMENTARY

618-566-2152

Kim Enriquez, Principal

Sandra Litteken, Assistant Principal

Laura Yarber, Assistant Principal

SCOTT ELEMENTARY

618-746-4738

Kellen Kettwich, Principal

Jody Grawe, Assistant Principal

Megan Wilhelm, Assistant Principal

WINGATE ELEMENTARY

618-746-4802

Randy Blakely, Principal

Trevor Reed, Assistant Principal

FOREWORD

As you begin a new school year, it is our desire to impart as much information as we can to you in order to establish a good working relationship between the school and home. It is our intent that the information given here will answer many of your questions. We ask that you go over this information with your children so that they understand their responsibilities.

Basically, our schools will be very similar in operation, procedures, and programs. However, due to school size or facilities, you will find some variations, such as lunchroom schedules, recess times, etc. If you have any particular questions, please contact your school principal.

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules, and regulations.

Provide Excellence in Learning by Engaging Every Student, Every Day

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School Operations During a Pandemic or Other Health Emergency

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

During pandemic conditions visitors for breakfast or lunch will not be permitted, and no outside food will be allowed including birthday treats.

School Security

To help ensure the safety of our students and maintain a secure facility, our exterior doors remain locked throughout the day. To enter our buildings, press the call button located near the front entrance and wait to be seen. Report to the office upon entering the building where you will be asked to show a photo ID. While in the building, you will be required to wear an ID badge.

Parents will be permitted to walk their child to the classroom the first day of school. A kindergarten parent may walk their child to class the remainder of the first week.

Waiver of School Fees and Fines

The Board of Education has adopted Policy 4:140P-Waiver of School Fees and Fines. If a family meets eligibility requirements, the Board of Education shall waive fees for textbooks. Eligibility for waiver of textbook fees shall require the family to receive Aid for Dependent Children from the State of Illinois or lunch under the Community School Lunch Program. Information concerning waiver or textbook fees and the application process may be obtained from the building principal. Fees that may also be waived due to students who are eligible to receive aid for Dependent Children from the State of Illinois or lunch under the Community School Lunch Program include: Educational Field Trips, Classroom fees for particular classes, Towels, Activity Fee at the High School.

ATTENDANCE

School Time Schedule

District elementary schools' Kindergarten through Grade 5 start at 8:35am and are dismissed at 3:30pm daily. Students may start arriving at school starting at 8:15am. Students that arrive to school prior to 8:15 am will be charged appropriately and sent to an extended time program. School supervision is not available prior to this time. Please call the school office for information about possible child care options prior to this time.

Notification of Student Absence

If students are not in attendance, it is the responsibility of the parents to notify the school as to the reason. Notification is to be made to the school between 7:30am-9:00am. Parents are required to give the school at least one, but no more than two, telephone numbers for notification purposes. An effort will be made by the school to contact the parent if the reason for the child's absence is not known by school officials. Due to state required instructional time, students missing as little as 36

minutes of class time may be counted as one-half day absent. Students absent for 3 or more consecutive days due to an illness must bring a note from a medical professional when returning to school verifying the absence. Without a note the absence will be unexcused.

Leaving the Building During School Hours

Students, with written permission from their parents, may leave the school building with their parents for lunch. At all times, when school is in session, parents must show proper identification to school personnel, and then the student will be called from the classroom. Under ***no circumstances*** will a student be permitted to leave school to walk home while classes are in session.

Tardies

It is very important for children to report to school at the proper time. Tardiness creates a problem both for your child and the teachers. In case of tardiness, a note should be written explaining the reason. The student and parent should report to the office for a permission slip to enter class. An excused tardy, for example, would be a doctor's appointment.

Absences & Make-up Work

Students who are absent will be required to make up work in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to class. Students will be permitted one day for each day they were absent to make up work. An excused absence will be issued when the school is informed of personal illness, serious illness in the family, death in the family, doctor and dental appointments, emergencies, and certain types of prearranged absences requested by parents.

Vacations during school time are discouraged. However, in the event a vacation is planned, a parent must complete an "Extended Absence Request Form" which can be obtained from the school office or online. No work will be given out ahead of time. Students will have one day for each day they are out for vacation to complete missing work.

Lunch Guests

Parents are able to attend lunch at school with their child up to four times per school year. Food from fast food or other restaurants will not be permitted in the school cafeteria.

BEHAVIORAL EXPECTATIONS

School Dress

The Administration and the Board of Education believe the manner in which students dress is reflected in their behavior in the classroom. ***As a general rule students are expected to dress in a fashion that will not insult the dignity of others, be dangerous to their health and safety, or create a distraction to the educational program. The district does not maintain a dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.***

The following is intended to assist students in reaching decisions as to what is appropriate school attire:

- Shoes are to be worn at all times; for safety reasons closed-toe shoes are highly recommended.
- Winter coats are to be left in lockers.
- Hair, and hair apparel, should not be a distraction.
- Hats are not to be worn indoors during the school day.

Examples of inappropriate dress are torn, frayed, or poorly fitted clothing; clothing with beer advertising; undershirts, fishnet shirts, or tank tops if worn as outerwear only; see-through blouses, garments with side slits, bare midriffs, and halters.

Students may wear shorts of reasonable fit and length. Parents should be aware that students who deliberately try to dress in a "sloppy" manner usually approach their school work in a similar way.

Any student whose attire is considered inappropriate or offensive will be required to obtain suitable clothing before returning to class.

Student Lockers & Desks

Students' lockers and desks are considered school property and may be searched at any time. Students are responsible for the condition of the locker and desk assigned to them. No personal locks are allowed.

Damage or Loss of School Property

Cost of damages or loss of any school property not covered by accidental damage protection will be the responsibility of the parent.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students, who are under the influence, including students coming to school with alcohol on their breath, 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, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device, a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Wearable technology may be prohibited in school based on teacher/administrator discretion. 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 building 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.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. This will be considered bullying and subject to one or more of the disciplinary actions outlined in policy 7:190.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.
11. Involvement in gangs or gang-related activities, including the display or use of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
13. Unacceptable use of technology (computer) network. Reference 6:235-R "Administrative Procedure-Acceptable Use of the Internet."
14. Sexual Harassment: refer to policy 7:20.
15. Making an explicit threat on an internet website against a school, employee, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the school code.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is

- being used by a school group;
- 2. Off school grounds at a school-sponsored activity or event which bears a reasonable relationship to school;
- 3. While traveling in school-sponsored transportation to or from school or a school activity, function or event; or
- 4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, interference with the use of, or damage to, the property of a school employee or an interference with school purposes or an educational function.
- 5. During periods of remote learning.

Disciplinary Measures

Disciplinary measures include the following:

- 1. Personal counseling
- 2. Withholding of privileges
- 3. Seizure of contraband
- 4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed
- 5. Suspension of bus riding privileges, provided that appropriate procedures are followed
- 6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed
- 7. Notification of juvenile and law enforcement authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or where there is violent conduct causing injury to person or damage to property
- 8. Notification of parent(s)/guardian(s)
- 9. Removal from classroom
- 10. In-school directive study; the building principal or a designee shall ensure that the student is properly supervised.
- 11. Detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, alternative disciplinary measures must be used. The student must be supervised by the detaining teacher or the building principal or a designee.

A student who is subject to suspension will be given the opportunity to make up work for equivalent academic credit. This includes students suspended from the school bus who do not have alternate transportation to school so long as the student's parents/guardians notify school officials that the student does not have alternative transportation to school. Students who are serving an out-of-school suspension for longer than four school days will be provided appropriate and available support services during the period of their suspension. Students serving an out-of-school suspension will be allowed to make up all their work with full academic credit. Students will have one day for each day they were out to turn in all assignments. The students must make arrangements with their teachers to make up quizzes and tests.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include the use of reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the protection of property. Certified personnel are permitted to use reasonable force.

Fighting

Fighting will not be tolerated and will result in a disciplinary action of the students involved in the fight.

Hate Speech

Hate speech will not be tolerated at Mascoutah School District 19. Hate speech is any practice of communication through which a person aims to belittle, humiliate, ridicule, intimidate, provoke, or incite hatred against a member of a group or a class of individuals on the basis of race, religion, skin color, sexual identity, gender identity, gender, ethnicity, disability, or national origin. Hate speech conveys connotations of hatred provoking circumstances in which communication is likely to incite the threat of violence, mental anguish, and/or long-term intangible effects of insecurity.

A student is subject to disciplinary action for engaging in prohibited hate speech, as described in this policy, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to the following:

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.

Students are encouraged to promptly report claims of hate speech to the Building Principal, Assistant Building Principal, Dean of Students, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender or identifying gender.

A reprisal or retaliation against any person who reports an act of hate speech is prohibited. A student's act of reprisal or retaliation can result in disciplinary consequences and other appropriate actions.

Hazing & Bullying

The purpose of the Mascoutah School District's policy on bullying, intimidation, and harassment is to ensure that the District creates positive conditions for learning and development that support the academic, social, and emotional well-being of all District students.

The policy prohibits bullying, intimidation, and/or harassment of students on the basis of actual or perceived race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental disability, military status, association with a person or group with one of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassment, intimidating conduct, or bullying that interferes with a student's educational performance or creates a hostile educational environment. Bullying, intimidation, and harassment are prohibited:

- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or
- During any school-sponsored education program or activity; or
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The District shall implement this policy by adhering to the following:

- conducting prompt and thorough investigations of all alleged incidents of bullying, intimidation, and/or harassment;
- providing each student who violates this policy with appropriate consequences and remedial actions; and
- protecting students against retaliation for reporting such conduct.

Bullying Defined

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to cause the following:

- Place the student or students in reasonable fear of harm to the students or students' person or property;
- Cause a substantially detrimental effect on the students or students' physical or mental health;
- Substantially interfere with the students or students' academic performance; and/or
- Substantially interfere with the students or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying include, but are not limited to, the following: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the second paragraph of this policy, or retaliation for asserting or alleging an act of bullying.

Reporting Procedures, Investigation, and Recordkeeping

All school employees shall report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students are encouraged to report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to any school employee. Complaints will be kept confidential to the extent possible given the need to fully investigate the complaint.

Nondiscrimination Coordinator:

Mr. Brandon Woodrome

421 West Harnett St.

Mascoutah, IL 62258

618-566-2927 or 566-7414

Complaint Managers:

Mrs. Nancy Seibert

421 West Harnett St.

Mascoutah, IL 62258

618-566-2927 or 566-7414

Mrs. Susanne Tobben

421 West Harnett St.

Mascoutah, IL 62258

618-566-2927 or 566-7414

As part of the investigation, the individual(s) alleged to have engaged in bullying, intimidating, and/or harassing behavior and the student(s) allegedly targeted by bullying, intimidating, and/or harassing behavior may file a written statement in response to the report. The investigator may also interview, separately, students who were involved in or who witnessed the bullying, intimidating, and/or harassing behavior. Upon completion of the investigation, the Building Principal or designee shall make written findings and conclusions as to each allegation of bullying, intimidation, or harassment.

Responding to Bullying, Intimidation, and Harassment

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to a range of consequences. The development of consequences for a student who engages in bullying behavior will be grounded in ongoing efforts within the District to implement social and emotional learning, positive behavioral interventions and supports, the overarching curriculum, discipline policies, and other violence prevention efforts. All parents/guardians shall be notified, as required by State law, whenever their student engages in aggressive behavior. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Professional Development

The Superintendent or designee shall develop and maintain a program to monitor bullying that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assessing the effectiveness of the various strategies, programs, and procedures. Results of this assessment shall be reported to the Board annually along with recommendations to enhance effectiveness. The District recognizes that accurate and current information about the causes and consequences of bullying and school violence to students and school personnel is critical to effective prevention and intervention. The District will ensure that all District personnel receive professional development that addresses the causes and consequences of bullying and school violence and strategies to effectively prevent and intervene when such behaviors occur.

Video Surveillance

The Mascoutah CUSD #19 has video surveillance cameras inside and outside the school buildings. These video recordings will be kept confidential and will be used by school personnel only for disciplinary actions or safety related incidents occurring in or on the school grounds.

Public Display of Affection

Displays of affection should not occur on the school campus at any time. It is in poor taste, reflects poor judgment, and brings

discredit to the school and to the persons involved. Discipline measures as outlined in district policy will be applied.

Profanity & Disrespectful Conduct

Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, inappropriate drawings, or other actions that demean individuals or our schools. Racial and homophobic slurs toward individuals will not be tolerated as we are a district of unity.

The penalty for each offense will be discussed and levied based on the severity of the offense. Comments made via text message, social media posts, conversations, or any other platform are all punishable under the student handbook expectations.

Tobacco Use

No student shall have in his/her possession, tobacco in any form, nor any smoking or tobacco paraphernalia (e.g., lighters, matches, cigarette papers, etc.). Discipline measures as outlined in district policy will be applied.

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 not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. Possession of any other objects, including but not limited to firearm look-alikes and folding knives, which do not fall within the statutory definition of a weapon, but which can be used to intimidate or inflict physical injury, or is disruptive to the educational process.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Substance Abuse

The Board of Education of the Mascoutah Community Unit School District #19 recognizes that the misuse or abuse of various chemical substances is detrimental to individual development and undermines effective education. Misuse and abuse of chemical substances often leads to chemical dependency, an illness requiring intervention and treatment. In order to ensure the highest standards for learning in the classroom, the District will maintain a caring environment for each student within the system and has the responsibility of intervening in situations when a student may be harmfully involved. Confidentiality is a significant part of a caring environment. When a student is involved in any phase of a chemical dependency activity, ALL information will be kept confidential and shared only with involved faculty, counseling personnel and involved students' parents, and other persons on a need-to-know basis. This policy will serve as a guide for determining need-to-know.

Definition

Chemical substances, whether prescribed by a physician or not, can be misused and abused. The use of prescribed or otherwise medically approved drugs in the school environment must follow the already established guidelines. All other drug use (including alcohol) in the school environment will fall under the guidelines established as a result of this policy. When the term **drug** is used, it will include **alcohol**.

Investigations

When there is a reasonable suspicion of the use of drugs, the principal, or the principal's designee, will be involved in the investigation. Law enforcement personnel may be notified in cases involving possession or use and will be notified in cases of distribution or sale of drugs.

Searches

A student's locker is considered to be school property and may be searched at any time. If it becomes necessary to search a

student or his or her belongings, the person doing the search should request that the student voluntarily surrender any drugs or drug paraphernalia. If the request is denied, the student's parents should be contacted for permission to do the personal search. If permission is still denied, the police should be called. Any search should be conducted in the presence of another school staff member or the student's parents.

Any searches of motor vehicles on school-owned or rented property will be performed by the police.

Cafeteria

No lunch card will be necessary at these schools. Each student will have a lunchroom account in their name.

Deposits should be placed in an envelope with the student's first and last name on the outside of the envelope. Checks made payable to the school your child is attending will serve as your receipt. One check may be issued for two or more children attending the same school; however, it is necessary to designate on the **envelope** how much money should be deposited in each child's account. If you have children attending different schools, deposits must be sent to each of the schools. A deposit box is located in the cafeteria. Money should be deposited in the box before school begins. Deposits are also accepted by school secretaries if cafeteria personnel are not present. Parents may also make deposits and view their student's e~Funds account information by accessing e~Funds (an online payment system) in Qmlativ (Skyward).

Students will not be able to pay with cash in the lunch line. Students are not allowed to charge more than ten dollars (\$10.00) on their account: **No snacks or extras can be charged.** If you feel your child is approaching this limit, please make payment arrangements with the head cook or provide a sack lunch for your child. Any student account with an outstanding balance of ten dollars (\$10.00) or more at the end of the week will be notified. Requests for student account information may be submitted in writing, called in, or accessed through e~Funds in Qmlativ (Skyward). Written requests should be sent to the attention of CAFETERIA and may be sent with the deposits. Verbal requests for all schools can be made by calling 566-2154. Students may also request their balances.

It is the responsibility of the parent to notify the cafeteria if you are moving and have money in your child's lunchroom account. No money will be sent home with students, **and no refunds will be given out at the end of the school year.** If there is money left in your child's account, it will transfer to the next school year or a different school in the district. If you feel your child may qualify for free or reduced status, forms are available in the office or on the District Food Service homepage. However, you are still responsible for any charges you may incur prior to approval. Extra milk, and milk purchased with a sack lunch, are not included as free lunch benefits.

Dietary Concerns

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include: *f* an identification of the medical or other special dietary condition which restricts the child's diet; *f* the food or foods to be omitted from the child's diet; and *f* the food or choice of foods to be substituted.

Birthdays & Other Special Days

When there is a special occasion in your child's life and you wish to send in treats for the whole class, **you are asked to make arrangements with your child's teacher prior to delivery.** When sending treats, we can accept only individually wrapped, store-prepared items, with a nutrition label. While non-food treats are welcome, **please do not have balloons, flowers, etc., delivered to school for your child.** These items are a distraction in class and become a hazard on buses. Private invitations will not be distributed at school unless all students are included.

Field Trips & Attendance

Participation in field trips is a privilege. To attend school field trips or participate in school activities, one must have good attendance. Checks will not be accepted to pay for fees associated with the field trip. Fees will not be refunded if the student is not able to attend the trip.

Music, Band & P.E.

All students will attend general music classes or band. A variety of music will be covered through singing and listening activities. Religious and holiday music may be included. If you do not wish your child to participate in activities relating to a particular topic, please provide written notice to the Music Department.

An instrumental band program begins in grade five. If your student has an interest in participating in band, they will be given an aptitude test to determine what instrument would best suit their abilities. Additional practice time at home is necessary if the child is to make acceptable progress.

The participation of all students is required in our physical education classes at all grade levels, except for those who are physically handicapped or suffering from injuries or illness. An excuse from a qualified medical doctor is required for any student who is to be excused from more than four consecutive class periods. Programs may be modified for those not able to participate fully. We do not require a regulation gym suit; however, for safety reasons, ***gym shoes are required***. Gym shoes should be other than those used for street wear and should be left at school. Shoes should have non-marking soles. The instructor will talk with the children at the first class as to how they should dress for physical education.

Addition of New Extracurricular Activities & Programs

The Board of Education of the Mascoutah Community Unit School District #19 maintains an interest in receiving requests and petitions for the addition of extracurricular and athletic programs and/or activities.

Additionally, the Board is committed to ensuring that students of the District are provided equal opportunity with regard to extracurricular and athletic programs and/or activities and that requests for such programs/activities are properly considered. Any District student, teacher, administrator, parent, or other community member may submit a request or petition for the addition of athletic or extracurricular programs/activities. The request or petition must be in writing and include the petitioner's name, address, and telephone number. All such requests must be submitted to the Principal of the building at which the extracurricular or athletic program/activity is proposed.

The Building Principal will review the request and forward a recommendation to the Superintendent. The Superintendent will review the request and the Building Principal's recommendation; then a recommendation is made to the Board of Education to approve, deny, or modify the request. The Board of Education shall make the final decision regarding any such petitions or requests and direct the Superintendent to convey its decision to the petitioner(s).

The Superintendent will convey the Board's decision to the petitioner within sixty (60) days of the Building Principal's receipt of the request. The petitioner and the Board may mutually agree to extend the time for issuing a decision on the petition/request.

Special Education

Mascoutah Community Unit School District #19 is committed to the free, appropriate, public education of all students with disabilities from ages 3-21, unless his or her 22nd birthday occurs during the school year, in which case he or she is eligible for such services through the end of the school year. School year is determined to be the regular school term that is specified in the regular school calendar as adopted by the serving entity. If the student's 22nd birthday is after the start date of the regular school term, then the student may continue to be eligible to receive services until the last date of that regular school term. Regular school term does not include summer school or extended school year calendars. Therefore, specific policies and procedures have been established concerning the identification, evaluation, and educational placement of students with disabilities.

Those who have questions about these policies and procedures are encouraged to speak to a school building administrator or to contact the District's Director of Special Education at 566-8223 for further information.

504 Plans

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

A 504 Plan can help students with disabilities learn and participate in the general education curriculum. A 504 plan outlines how a child's specific needs are met with accommodations in the school setting. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

A 504 plan is developed by a team of people who are familiar with the student and who understand the evaluation data and special services options. Each building has designated 504 Coordinators who will meet annually with teachers, the student (when appropriate), and parents to evaluate and develop the 504 plan.

Speech & Language

During the school year, your child's speech and language may be checked as part of our routine school procedures. When the Speech and Language Therapist has completed the screening, a preliminary determination of your child's speech and language will be made. You will be notified by letter if your child requires further testing. Screening will begin immediately. Students may be screened unless you have notified the school office that you do not wish your child to receive this service.

Computer Use, Internet Use & Authorization

All of the District's computers and connections to the internet must be used in support of education and/or research and be in furtherance of the Board of Education's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the computers and/or connecting to the internet. The District's Authorization for Computer Use and Internet Access (Acceptable Use Policy) contains the appropriate uses, ethics, and protocol for use of computers and the internet. Additionally, electronic communications including, but not limited to, Electronic Mail(email) for both staff and students, and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Each student and their parent(s)/guardian(s) must sign the Authorization (Acceptable Use Policy) before being granted use. The failure of any student to follow the terms of the Authorization for computer and internet use policy 6:235 will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The school district can request password/account information at any time. The school district can view Chromebook activity and school Google account activity at any time during and outside of school hours. Any inappropriate Google account or internet activity conducted using the Chromebook after the school day and reported to a district administrator will be addressed the following school or business day. Notwithstanding the above conditions, the school district is under no legal obligation to monitor Google Accounts or internet activity for those using Chromebooks outside of the school day, and is not liable for its failure to monitor or timely address the use of the Chromebook outside of the school day.

Student access to school-sponsored Google accounts will be suspended/deleted within a month of the student leaving the district.

Electronic Devices

It is strongly discouraged for any elementary students to bring any electronic devices to school. Students may bring their e-readers to the elementary school with the understanding that it is to be used as a tool for reading only and that the student will comply with the Computer Acceptable Use Policy. Parents are asked to understand that Mascoutah, Scott and Wingate Elementary Schools are not responsible for any damage or loss associated with a student's e-reader. Violation of the Acceptable Use Policy policy may result in the student losing the privilege to bring their electronic device to school for a length of time commensurate with the nature of the violation.

Homework

Some homework is assigned in grades kindergarten through fifth. As a student progresses through the grades, the homework will increase. Students may have work to do at home due to missed classes, for extra study for examinations, or for the preparation of special projects.

Students who are doing well in school are frequently seen taking books home to make sure their assignments are well prepared. If your child, especially in grades three, four, and five, never brings a book home, there is a very good possibility that the student is not doing the work as it should be done.

Mascoutah School District #19's school personnel feel that homework is an integral part of the educational process. The practice of homework strengthens study skills.

Report cards are issued four times yearly at stated intervals. When students are doing unsatisfactory work, a conference should be arranged with the teacher by calling the school office.

Homebound & Hospital Instruction

Home or hospital instruction may be available for a student who must be absent temporarily from school due to health or physical impairment. Temporary is defined as being absent more than two consecutive weeks or ongoing intermittent absences, which are expected to significantly impact the student's education. The school principal should be contacted to discuss the protocol used to determine a student's eligibility for this instructional service.

Academic Promotion Policy

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum or other local assessments.

No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

The Administration shall develop standards for satisfying the criteria for promotion and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level. Promotion of a student having an individualized education program (IEP), or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act, shall be determined by the student's education team.

Administration Procedure: Academic Promotion, Retention, and Remediation

Student academic achievement is assessed in terms of the attainment of measurable specific skills. Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum or other local assessments.

Grades K-5

When a student has not satisfactorily completed grade level curriculum, a remediation plan will be developed. This may include but is not limited to the following:

- Retention
- Summer School (minimum 90 hours)
- Testing for special services

The educational team will make the final determination of placement after successful completion of the prescribed remediation.

- **Retention**
 - **Grades 1-2:** Subject area considered is English/Language Arts. If the final grade in ELA is an F, the student will be considered for retention.
 - **Grades 3-5:** Subject areas to be considered are English/ Language Arts, Writing, Math, Science, and Social Studies. If final grades in two or more areas are failing, the student will be considered for retention. Performance on standard assessments will be considered when determining retention.
- **Testing for Special Services**
 - If the educational team determines a need for testing, the student will be referred to the District Special Education Coordinator.

Reporting to Parents

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. When requested, divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Conferences between parents and teachers are recommended whenever students encounter problems at school. **Please call the school office to arrange for conferences.** Parents will be notified when a student's performance requires special attention.

Various methods for communication with parent(s)/guardians will be used:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s). Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
2. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal.
3. Individual student progress reports in grades 1-5 will be sent to parents of students with a class average below 70% for the quarter in any one class. The reports will be sent via students at the end of the fifth week of the quarterly grading period.

The progress report should be signed by the parent and returned by the student within five days of its issuance. Special progress reports should be mailed to the parent when the teacher deems it necessary, but individual progress reports will still be sent by the fifth week of the quarter.

Bicycles, Skateboards & Scooters

Children are permitted to ride bicycles to school. They must park bicycles in a designated area and are not allowed to be ridden until school is dismissed; they must be locked during the day. Students are encouraged to wear helmets and accommodations will be made for their storage. Bicycles are not permitted on the sidewalk. Students are not permitted to carry a passenger on their bicycles. Students are not permitted to bring skateboards, scooters, roller blades, motorized scooters, hoverboards, or tennis shoes with wheels to school.

Visitation Procedures

State law requires all people to report to the office and receive permission before visiting any part of the school building or any personnel. Just "stopping by" the room at any time interrupts classroom procedures and is unfair to both the teacher and the students in the class. Under no circumstance should parents be on the playground during recesses without the expressed

permission of an administrator. Children not enrolled in School District #19 are not permitted to visit school during school (working) hours without a parent.

Transportation Information

Efficient bus service is scheduled for all those living more than 1½ miles from the school. A set of regulations pertaining to behavior on buses is read and explained in all classrooms. Additionally, a copy is provided to the parents so they may review these responsibilities with the child. The purpose of these regulations is to provide a safe, comfortable bus service for all riders. Violation of these regulations will be brought to the attention of parents and could lead to the withdrawal of bus riding privileges.

Bus service is provided from home to school and the return trip home. Every student must have a regular dismissal routine set up for Monday-Friday. Students are assigned bus stops based on their dismissal schedule. Students will be allowed one alternate address. Changes allowed must be to one of the child's two designated addresses. For the child's safety, changes must be in writing with a parent or legal guardian's signature. Phone calls to the school will not be accepted to change the transportation home; emergencies are the only exception.

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as to not interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

As a guide to students and parents and to ensure that such desirable behavior is achieved, the following regulations are in force:

- Students are not to put their hands, arms, or other objects out of bus windows.
- No materials are to be thrown from bus windows or at other passengers inside the bus.
- Whenever the bus is in motion, all students must be seated.
- No pushing, wrestling, or fighting will be tolerated.
- Normal conversation is permitted. Do not become loud or use language that could be considered profane or indecent to other riders.
- All students will face toward the front of the bus after they have taken their seats. This is a well-established safety measure. Also, students should stay the specified distance away from the emergency exits.
- Any student has the privilege of occupying any unoccupied space in a bus seat, at the rate of three(3) riders per bus seat. No place is to be saved for someone else, either in the bus line or on the bus. A student must actually be in line to hold a place. Books, jackets, etc., do not hold places in line.
- If students wish to bring pets to school for some special occasion, such as science class, arrangements other than bus transportation must be made.
- Radios without headsets are not to be turned on during the bus trip.
- There is to be no eating, drinking, or smoking on buses at any time.
- Bus drivers have the right to assign students to such seats as they may feel are best suited to them.
- Bus drivers are employed through the school district, and the authority of the school over pupils extends from the time they step onto the bus until they leave the bus on the way home.
- Students are to ride only those buses to which they are assigned. This will help prevent the overloading of buses.
- Students are permitted to ride to and from school and to established stops. No special stops will be made. Students may get off at a regular stop other than their own by bringing a note from their parents to the effect that such a change is necessary. The note is to be approved by the building principal.
- Students are liable for intentional or careless damage done to school buses.

*The Mascoutah CUSD #19 has video and audio surveillance cameras on all buses used to transport students. These video and audio recordings will be kept confidential and are only used by school and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus.

Enforcement of Bus Regulations

The enforcement of bus regulations is handled by the building administrators. Students violating bus regulations will be disciplined or be denied the privilege of riding the bus.

Field trips are a part of the school day. All students going on field trips must be transported in school vehicles by school employees. Due to the duties and responsibilities of parent chaperones, siblings are not to accompany parents on field trips.

Grading & Report Cards

The grade card and grading symbols adopted by the district will be used by all teachers in elementary buildings. The adopted grading key is as follows:

- **A:** 90-100
- **B:** 80-89
- **C:** 70-79
- **D:** 60-69
- **F:** 59 and below

Grading Periods

- **1st:** October 8 (37 days)
- **2nd:** December 17 (43 days)
- **3rd:** March 4 (43 days)
- **4th:** May 23 (53 days)

Teachers should mark the subheading under each subject on the grade card. There will be four report card periods. Parent-Teacher Conferences are scheduled in the fall semester.

SCHOOL HEALTH

School Nurse

A school nurse is available for health information and counseling. The school nurse conducts a vision and hearing program in accordance with state rules. Complete health records are reviewed and maintained by the school nurse. All Pre-K, Kindergarten, 6th Graders, 9th Graders, students new to the District, and athletic participants will need a current physical examination.

Parents of students needing physicals, immunizations, vision referrals, hearing referrals, or other health related assistance will be notified by the school nurse. School Board Policy 7:100 requires parents provide new and updated physical and/or immunization forms by the first day of school for Pre-K, Kindergarten, 6th, 9th, and 12th grade students. Failure to meet these requirements will lead to exclusion from school until the physical and/or immunization requirements are met. New students will have a 30-day time frame to comply with the Illinois requirement for physical exam and immunizations. Failure to meet these requirements could lead to exclusion from school until the physical and immunization requirements are met. Illinois law (Public Act 093-0946) requires all Kindergarten, 2nd, 6th, and 9th grade students to have a completed dental exam on file with the school by May 15 of the current school year. Illinois law (Public Act 095-0671) requires all Kindergarten students and students new to Illinois schools to have a vision exam on file by October 15. If enrolling after October 15, proof of an eye exam must be submitted within 30 days of enrollment.

Medication

District 19 retains the right to reject requests for administration of medication or treatment. Only in the case of prescribed medication, or treatment necessary for the student to remain in daily attendance, or where failure to take medication or treatment could jeopardize the student's health, should medication or treatment be administered in school. All medications, including non-prescription drugs or treatments given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. Should the need for medication or treatment at school arise, the following is required:

- Signed orders from the physician or dentist detailing the name of the student, date of birth, medication or treatment, time/ frequency of administration, dosage and route.
- Signed parental request for the school to administer prescribed medication or treatment.
- Medication must be brought to the school in the original package with the student's name affixed to the label. Parents/guardians will be responsible for providing all supplies and equipment needed to perform treatment.

The school nurse, her substitute, or a person designated by the principal will administer medication or treatment. The medication will be stored in a locked space, with the exception of refrigerated medications. The nurse will keep a daily record of medication or treatment administration data. The nurse will contact the student's teachers, doctor, or parents as needed concerning the medication or treatment. All medication or treatment will need a new physician's order each year or when changed.

Self-medication Policy

Self-administration by a student and School Nurse administration of an asthma inhaler or epinephrine auto-injector are governed by Section 22-30 of the School Code (105 ILCS 5/22-30). Students affected by asthma or at risk of anaphylaxis are allowed to self-medicate under the conditions set forth in the School Code. A copy of Section 22-30 of the School Code and all necessary forms are available in each Building Principal's office. School Nurses, Teachers, and Administrators shall make sure that the parents comply with the requirements of the School Code.

Please be advised that Section 22-30 of the School Code authorizes the provision of an epinephrine auto-injector to students (or the provision of same to other personnel to administer to students) that meets the prescription on file for that student and who has an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan, or a 504 Plan that authorizes the use of an epinephrine auto-injector. Moreover, the School Code allows a School Nurse to provide or administer an epinephrine auto-injector that meets the prescription on file for that student and who otherwise satisfies the above criteria, or any other student the School Nurse in good faith professionally believes is having an anaphylactic reaction. The School District, its agents and employees, including School Nurses, acting in good faith shall incur no liability, regardless of the status of parental or physician authorization, as a result of injury arising from the use of an epinephrine auto-injector.

The State of Illinois Public Act 099-0843 requires schools to request parents of students with asthma to provide an Asthma Action Plan from the student's healthcare provider. This action plan will be kept on file with the school nurse. This Action Plan needs to be submitted at the start of each school year.

The Care of Students with Diabetes Act

The Illinois legislature enacted the Care of Students with Diabetes Act ("Act") effective December 1, 2010 (105 ILCS 145/1 et. Seq.). The Act requires a parent or guardian to submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student's diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student's physician and school personnel in the creation of the plan.

The Diabetes Care Plan must be submitted to the school at the beginning of each school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs changes during the school year. It is the parent or guardian's responsibility to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student's physician.

Illness & Attendance

Children who are ill or show signs of becoming ill should not be sent to school. Please follow these guidelines:

- **Fever 100 .4 or Above:** The student must be fever-free for 24 hours ***without the use of fever-reducing medication.***
- **Vomiting and/or Diarrhea:** No further incidence for 24 hours.
- **Strep Throat:** 24 hours after the first dose of antibiotic.
- **Conjunctivitis (Pink Eye):** Antibiotic treatment for 24 hours and no drainage from the eye.
- **Lice:** Appropriate treatment must be completed. No live lice and proof of treatment must be provided to the nurse.
- If there is any concern of contagious illness, please contact your healthcare provider for further guidance before returning to school.

If it is determined your child needs to go home due to illness or injury, a guardian will be notified and shall provide or arrange immediate transportation. The guardian will ensure that the school office has current phone contact(s). Please report any contact information changes as these occur.

ENROLLMENT

Student Records

Mascoutah Community Unit School District #19 will comply with all Federal and State laws, and all State Board of Education rules and regulations relating to the Illinois School Student Records Act:

1. The student permanent record shall consist of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, teacher anecdotal records, and disciplinary information.
3. Parents have the right to the following:
 - a. Inspect and copy the record.
 - b. Challenge the contents of the record.
 - c. Grant consent before records will be released.
 - d. Copy records proposed to be destroyed.
4. Student temporary records are destroyed within five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.
5. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent.
6. The school shall maintain student permanent records for not less than 60 years.
7. In accordance with the Student Records Act, student temporary records will be purged every four years or when students exit each attendance center. All permanent records will be maintained as required. Full and complete copies of the laws, rules, and regulations will be kept in each school under the custody of the building principal.

Mascoutah Community Unit School District #19 has designated certain information as directory information. This information assists the school district in honoring and recognizing student achievement. This information may also be provided to military recruiters and organizations such as PTO, Athletic Boosters, and clubs/organization sponsors.

On occasion the school district will also receive a request for this information from private vendors for the purposes of contacting you or your child regarding commercial products they are selling. Examples would be class rings, student pictures, graduation caps, gowns, and announcements. The school district would not honor additional requests unless educationally based.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the directory information by delivering a written objection to the Building Administrator within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

If a student is experiencing homelessness, contact the District Homeless Liaison at 618.566.7414 or the school office. Find more information on the link [McKinney-Vento Act Homeless information](#).

New Residents Students

Grade or program placement shall be the responsibility of the principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the child.

Federal Impact Area

School District #19 is a federal impact area. As such, we are required by certain state and federal agencies to provide them with a variety of information pertaining to the parents of children who are employed on Scott Air Force Base. In addition to the information required on registration sheets and on forms that are sent home to parents each year, we would appreciate any information where a **change of address**, **change of assignment**, (e.g., foreign service), or **retirement from service** takes place. This information should be reported to the student's teacher or to the principal's office. When transferring from our school, please contact the school office at least three days prior to moving, if possible.

POLICY

Filming of Students

Any parent who **does not** wish their child to be photographed or filmed during school hours or while involved in any school activities must notify the building principal in writing of this request at the start of each school year. Student pictures that do not identify students by name may be placed on the internet unless the building principal is notified in writing each school year.

Notification of ACBM

To: The Parents of Mascoutah School District #19 Students:

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for the Mascoutah School District #19 have been completed and submitted to the Illinois Department of Public Health as of October 12, 1988. Asbestos Real Estate Consultants, Chicago, Illinois, conducted the inspections and developed the management plans. That firm also conducted necessary awareness training for required staff. The reports will be studied by the school board over the next several months to plan appropriate response actions to begin implementation by July 9, 1989. The maintenance plans will be available upon request for public inspection by contacting the district office and/or the specific building principal.

Notification to Parents of Teacher Qualifications: Compliance with Title I, Part A 1116 (B)(ii)

The Federal No Child Left Behind Act of 2001 requires school districts that receive Federal Title 1 funding to notify parents of their rights to know the professional qualifications of the classroom teachers who instruct their child.

Secondly, you have the "right to know" and will be notified, if and when your child is taught four or more weeks by a teacher who does not meet the state qualifications and licensing criteria for the grades and subjects being taught, which is referred to as "not highly qualified".

Notification to Parents of "Parent Teacher Compact": Compliance with Title I, Part A 1118 (D)(1,2)

A "Parent Teacher Compact" for Scott Elementary will be provided at the beginning of the school year or at the time of enrollment.

Notification of Usage of Pesticides in School Buildings

On file in the office is a list of dates that pesticides may be used to help control insects at the school. Attached to that list is reference material on the type of products the school district will be using. The state of Illinois has passed a law that requires this notice and requires the school district to actively implement an Integrated Pest Management (IPM) program. The school district is working towards the reduction of pesticides, using IPM strategies and the lowest risk factory chemical control that is

available.

There is a request form available in the Principal's Office if you would like to be notified of applications other than the usual first and third Fridays of each month.

Title IX

Mascoutah School District #19, Mascoutah, IL, complies with the Federal Regulations for Title IX, of the Education Amendments of 1972, Prohibiting Sex Discrimination in Education. The Board of Education shall adhere to and abide by all federal and state laws relating to equal opportunity and non-discrimination in education on the basis of race, color, religion, sex, sexual orientation, handicap, national origin or ancestry, age, physical or mental disability, gender identity, status of being homeless, or order of protection status. Any student or employee having a grievance relating to vocational education, Title IX or 504 regulations should contact the Superintendent for information regarding procedures for submitting a grievance. The Superintendent may be contacted by calling 618-566-7414 or by letter at 421 West Harnett St., Mascoutah, IL 62258. Find further information on filing a grievance for a Title IX infraction on the district website: [Title IX Procedures](#).

Sex Offenders

Appropriate staff will be notified in accordance with Mascoutah Community Unit School District #19 Board Policy 4:170. Each building Principal will review the St. Clair County Sex Offenders list. Teachers and other appropriate staff will be notified in accordance with district policy.

Policy on Sexual Harassment of Students

Sexual harassment of students is prohibited. A student engages in sexual harassment whenever they make 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 cause one of the following:

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 the following:
 - 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 unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include inappropriate 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 student Non-Discrimination Coordinator, Building Principal, Assistant Building Principal or a complaint manager. 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 Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall also 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 student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action. Students making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

In accordance with state law, awareness of sex abuse and sexual harassment will be included in health education at all grade levels.

Non-discrimination Policy & Student Grievance Procedure

The Board of Education does not discriminate on the basis of sex, race, color, religion, national origin, or handicap in the provision of programs, activities, services, or benefits, and it guarantees equal access to educational extracurricular programs and activities. The Board of Education is required by Title IX and Federal regulations not to discriminate in such a manner.

The Superintendent of Schools is the person responsible for coordination efforts in complying with this policy and investigating any complaint alleging non-compliance with this policy. The Superintendent's office address is 421 West Harnett St., Mascoutah, IL 62258, and the office telephone is 618.566.7414.

A student shall present the grievance orally to the Building Principal. An oral response shall be given within seven (7) calendar days proposing a resolution of the matter.

If a student is not satisfied with this resolution the student may state the complaint in writing to the Building Principal within seven (7) calendar days after receiving an oral response. The Building Principal shall send a written response to the student within seven (7) calendar days after receiving the complaint in writing.

If the student is dissatisfied with the written response the student may submit the matter, within seven (7) calendar days of receiving the building principal's written response, in writing to the Superintendent of Schools. The Superintendent shall convene a hearing, if requested, within seven (7) calendar days of receiving the student's complaint and request for a hearing. The student may present testimony through writings and witnesses. The Superintendent shall send a written resolution of the matter within seven (7) calendar days of the hearing.

Finally, if the student is dissatisfied with the resolution of the Superintendent and wishes to appeal the matter, it must be submitted in writing, within seven (7) calendar days of that decision, to the Board of Education. There will be no further testimony before the Board.

The student and the Superintendent may present in writing and/or orally their respective arguments in the matter. The Board of Education shall set a time and place for said argument no later than fourteen (14) calendar days after receiving said appeal. The Board shall send a written decision to the student and the Superintendent within fourteen (14) calendar days of said hearing.

Behavioral Interventions for Students with Disabilities Policy Notification

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

Discipline of Special Education Students

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

Crisis Intervention Procedures: Physical Management, Isolated Timeout & Physical Restraint

It is the policy of the Mascoutah Community Unit School District #19 program to manage behavior through positive means and through systematic, prescribed steps that will eliminate the need to use physical management procedures, isolated timeout, and physical restraint procedures. However, under some circumstances, and where necessary, these means will be used until the student is able to regain control over unacceptable behaviors and to accept school/staff imposed limits. When physical management and/or physical restraint techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property.

“Physical management” of a student is defined as the momentary management or control of the student designed to

1. prevent the student from completing an act that could result in physical harm to himself, herself, or another person;
2. prevent a student from completing an act that could result in damage to property; or
3. remove a disruptive student who is unwilling to leave an area voluntarily.

“Isolated timeout” means the confinement of a student in a timeout room or some other enclosure, whether within or outside the classroom, which the student is not allowed to exit until permitted by a staff member.

“Physical restraint” is defined as holding a student or otherwise restricting his or her movements. Such physical restraint will only be used when the student poses a physical risk to himself, herself, or others and the restraint will end as soon as the responsible staff member determines that the student is no longer in imminent danger of causing physical harm to himself, herself, or others. Physical restraint includes the use of specific, planned techniques, and will be applied only by staff who have been trained in these particular techniques.

The determination as to whether or not to use physical management, isolated timeout, or physical restraint procedures is at the discretion of the staff, exercised consistent with the Board’s policy and procedures concerning the use of such procedures. Appropriate staff members are trained in the proper, safe use of these techniques. When a student receives a period of isolated timeout or is physically restrained, a notice will be sent to parents concerning the incident.

Pets

Pets are not permitted on school property, including the parking lot. Service animals and approved therapy animals are allowed on district property.

Recess

All students should be dressed appropriately for outdoor recess. Students will not go outside for recess if the temperature has a wind chill below 20 degrees.

PARENT RESOURCES FOR CHILD ABUSE

In an effort to always keep our students safe, we are sharing with you the warning signs of a child being abused: [Tips for Recognizing Child Abuse](#).

If you would need assistance, a referral, or resource information, you may find additional information located on the Division of Child and Family Services website under the Safe Kids tab: [DCFS: Safe Kids](#).

PRE-KINDERGARTEN PROGRAM INFORMATION

Programs

Mascoutah School District has four pre-kindergarten classrooms housed at Wingate Elementary and Scott Elementary School. Our pre-k program is an at-risk program. Wingate Elementary is part of the *Preschool for All* program and Scott Elementary is part of the *Title I* pre-k program. The pre-k program offers a morning and afternoon session at both buildings. Currently, children that live on Scott Air Force Base are eligible to attend the pre-k program at Scott Elementary School. Children that live within the Mascoutah and Wingate Elementary School boundaries are eligible to attend the pre-k program at Wingate Elementary School. These locations are subject to change based on student enrollment and space availability.

Screening & Eligibility

Acceptance into the pre-k programs is determined through a formal screening process. Children are ranked in order of need to fill the program. If you are interested in the pre-k program, we will utilize the results of the formal screening tool (ASQ-3 and ASQ-SE2), as well as risk factors identified during an *At-Risk Interview* to determine your child's placement on the ranked list. Screenings are held four to six times per school year and require an appointment.

If your child is found eligible for one of our pre-k classrooms, you will receive a formal invitation and directions to register your child at the school he or she will be attending. An original birth certificate, proof of residency, proof of household income, and a current physical/immunization record are required to register for pre-k. Placement of eligible students in the morning or afternoon session is based on district transportation and program recommendation. Parent requests for morning or afternoon sessions are not accepted. If your child is not accepted into the program and is placed on a waiting list, we will contact you if and when an opening becomes available. This could happen anytime during the school year.

Instruction & Assessment

The pre-k program uses developmentally appropriate instruction to help our young students learn through exploration and discovery, interactive play, modeling, song, and a variety of hands-on opportunities. The pre-k daily schedule includes play-based centers, gross motor activity, whole group lessons, and a snack. Parents are considered an active part of their child's education and are welcome to volunteer in their child's classroom, attend parent education activities, and participate in field trips and parent/child activities throughout the school year. Our teachers foster parent communication through open communication, a weekly newsletter, and fall, spring, and end-of-the-year parent/teacher conferences.

Children in the pre-k program are assessed using the Early Learning Scale (ELS). The ELS is an online observation-based assessment that helps teachers evaluate student progress in four domain areas (math/science, social-emotional/social studies, language and literacy, and physical development) aligned with current early learning standards and expectations.

Challenging Behaviors: Pre-k Expulsion & Suspension Policy

It is our goal as a pre-k program to use positive behavior interventions and supports to address challenging student behaviors. We seek to work collaboratively with our families and community resources to support the unique needs of our young students and develop intervention strategies when challenges arise. Public Act 100-105 prohibits the use of expulsions due to child behavior in early childhood programs. Planned transitions to a different setting, after documented attempts to address the child's needs, are not considered expulsions. Should a pre-k student pose an immediate threat to the safety of him/herself or other children, we may choose to temporarily remove the child from attendance in the group setting. Steps that may be taken to address challenging behaviors may include, but are not limited to the following:

- Notification of parent/guardian
- Consultation with other school personnel (i.e., school social worker, speech/language pathologist, etc.)
- Referral/consultation with Parent Educator
- Referral to outside resources
- Behavior intervention strategies/behavior chart
- Development of a transition plan to another setting