

**IRVINGTON CCSD #11**  
**500 Superior Street**  
**Irvington, Illinois**

**Parent - Student Handbook**  
**2022 – 2023**

**Mr. Justin Elms**  
**Superintendent / Principal**

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Dear Parents and Students:

**WELCOME** to Irvington Grade School. It is the desire of the Board of Education, the administration, and the faculty that you have an educationally rewarding and enjoyable school year. It is our purpose and goal to make your experience here both fulfilling and memorable. The following pages will acquaint you with the school regulations and provide pertinent information. It is the responsibility of the student and the parent to know and abide by these policies and also the policies set by the State of Illinois and the Irvington Board of Education. With your cooperation, everyone will benefit and the learning process will be exceedingly enjoyable.

Any **new student** to the district may register prior to the opening day so that records from former schools may be secured. A certified copy of their **birth certificate** and **proof of residency** must be presented upon initial enrollment.

The **State of Illinois requires** that all students entering **Kindergarten and 6th** grade must show proof of a **physical examination** before the date of entry to these grades. **Dental exams** are mandatory for grades **K, 2, and 6**. **Vision exams** are mandatory for **Kindergarten**.

This year please take note of all the underlined materials in the handbook. We have added new information as well as updated policies.

Please note that we will be using the One Call Now system to contact parents with school closings and other school related information. It is vital that we have current phone numbers at all times so we may get the information out to you.

Please feel free to contact me or the staff any time you have a concern. We will be glad to discuss anything with you. However, please remember that all of us should abide by rules, regulations, and civility in our communications with each other.

Yours in Education,

Justin Elms  
Superintendent/Principal

## **Vision Statement**

Every student, regardless of race, sex, inherent ability or socio-economic status, shall receive knowledge and skills necessary to achieve maximum success in meeting personal and societal needs.

## **Mission Statement**

The school endeavors to promote in each student an understanding of the American Heritage. Students will understand their rights and responsibilities as a citizen in our democracy and will develop the ability to think critically, logically and creatively. The total of all the subject matter areas represented in our school curriculum shall provide a foundation of knowledge deemed necessary by society to insure the perpetuation of learning.

As a result, it is our mission to inspire each student to develop to their fullest potential intellectually, emotionally, socially, physically, morally and ethically in order to fulfill the best features of the American way of life.

## 2022-2023 Faculty and Staff

Superintendent/Principal	Justin Elms
Kindergarten	Ashlee Bruene
Grades 1 & 2	Beth Ballantini
Grades 3 & 4	Allison Kane
Grades 5 & 6	Crystal Drenner
Grades 7 & 8	Summer Crunk
Special Education	Dan Spangler
Secretary	Shelby Holle
Bookkeeper	Trisha Timmons
Paraprofessionals	Christina Kohlmeier, and Ashley Fritsche
Cook	Michelle Van Buskirk
Custodian	Liz Tatjenhorst
Bus Driver	Ashley Fritsche

## Faculty and Staff Authority

**Students and parents must recognize that all-adult employees, visitors and guests of Irvington Grade School carry the great responsibility of being in charge. Any lack of respect on the part of a students or adults towards teachers and other employees including teacher's aides, secretaries, cooks, custodians, guests and bus drivers will be cause for the disciplinary measures listed below and/or Illinois School Code Penalties.**

1. Restricted by the Board President, Superintendent, or their designees, to observance or attendance at any school-sponsored or related activities, and athletic events from a particular place or area.
2. Removed from or ordered evicted from any building, grounds, or place at which any school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events are held by the Board President, Superintendent, or their designees.
3. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events for up to one (1) year.

# Irvington CCSD#11

## 2022-2023 School Calendar

August 15 - Teacher Institute Day  
August 16 - First Student Attendance Day  
September 5 - **No School** – Labor Day  
September 16 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
**September 16 Mid-term – 1<sup>st</sup> Quarter**  
October 10 - **No School** – Columbus Day  
October 14 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
**October 14 - 1<sup>st</sup> Quarter Ends**  
October 18 and 20 (Tues. and Thurs.) - Parent Teacher Conferences 4 – 8 pm  
October 28 - **No School** – Teachers’ Institute (Mt. Vernon Conference)  
November 8 - **No School** - Election Day  
November 11 – **No School** – Veterans’ Day  
**November 18 - Mid-term – 2<sup>nd</sup> Quarter**  
November 23 – 25 (Wed – Fri) **No School** - Thanksgiving Break  
December 9 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
**December 21 - 2<sup>nd</sup> Quarter/ 1<sup>st</sup> Semester ends**  
December 22 – January 2– **No School** - Christmas Break  
January 3 - **No School** – Teacher Institute Day  
January 4 - School Resumes for students  
January 13 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
January 16 - **No School** – Martin Luther King, Jr. Day  
**February 3 – Mid-term 3<sup>rd</sup> Quarter**  
February 10 – Parent Teacher Conference Day 8:30 am – 3:00 pm (no student attendance)  
February 16 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
February 17 - **No School** – Teachers’ Institute (Tri-County?)  
February 20 - **No School** – Presidents’ Day  
March 6 - **No School** – Casimir Pulaski Day  
March 10 – **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
**March 10- 3<sup>rd</sup> Quarter ends**  
April 6 - 10 - **No School** – Spring Break  
April 11 - School resumes  
**April 12 - Mid-term – 4<sup>th</sup> Quarter**  
April 14 - **Student Early Dismissal** – 12:00 pm / School Improvement for teachers  
May 19 - Tentative last day of student attendance  
**May 19 - 4<sup>th</sup> Quarter ends**  
May 22- May 26 Emergency Days (if needed)  
May 29 - Memorial Day

**\*EVERY WEDNESDAY WILL BE 2:00 DISMISSAL**

*For security reasons the school is always locked. No student will be dismissed to anyone except a parent/ guardian or individuals listed on a pick up list. Individuals listed on the pick-up list must present a photo I.D. when requested.*



## ADMISSION

### **Entrance Age**

Admission into Kindergarten in Irvington Grade School is based on chronological age. To be eligible, a child must be five (5) years old on or before September 1 of the current school year.

### **Admission Requirements**

Students enrolling in District #11 for the first time shall be required to present a birth certificate, a completed physical examination form, and an updated immunization chart. Transfer students may also be required to show proof of grade placement.

### **Proof of Residency**

Students enrolling in District #11 for the first time shall also be required to present proof of residency. One document from category I or two documents from category II will be required to prove residency.

#### **Category I**

a. Most recent property tax bill (homeowners) b. mortgage papers (home owners) c. deed, d. signed and dated lease and proof of last two months' payments if lease is not at its inception (canceled check or receipts required) (renters) e. housing letter (military personnel) f. letter from manager and proof of last two months' payments (canceled check, receipts required) (renters or trailer park residents) g. an agreement of sale for a residential property located within the District, signed by the seller and parent/custodial as buyer, which recites a closing date prior to the first day of attendance (new residents) h. notarized affidavit of residency from the resident owner of property within the district where the parent /custodian of the child is living with the owner at no cost (those living with relatives or others).

#### **Category II**

a. Driver's license, b. vehicle registration, c. public aid card, d. library card, e. voter registration, f. most recent gas, electric, water, cable tv, credit card bill, and g. homeowner's/renter's insurance policy and premium payment receipt.

## HEALTH REQUIREMENTS

### Accidents

An accident in the school building, on the school grounds, at practice sessions, or at any extra-curricular event sponsored by the school must be reported immediately to the person in charge and they will report it to the superintendent's office and fill out appropriate accident report forms. In case of major injuries or trauma, an ambulance may be called to transport the injured person to the hospital.

### Administration of Medication

All medications, prescription and non-prescription, must be administered through the school office. If under exceptional circumstances a child is required to take a prescribed medication during school hours and the parent cannot be at school to administer the medication, the Superintendent or the Superintendent's designee will be permitted to administer the medication in compliance with written instructions signed by the parent or guardian and the physician. The written instructions are to include the following:

1. Child's name
2. Name of the medication in the original prescribed container
3. Purpose of the medication
4. Time to be administered
5. Dosage
6. Possible side effects
7. Termination date for administering the medication

The Superintendent or Superintendent's designee is to:

1. Inform appropriate school personnel of the medication
2. Keep a record of the administration of medication
3. Keep medication in a locked cabinet
4. Return unused medication to the parent only

The parents or guardians of the child must assume responsibility of keeping an adequate supply of medicine on hand and for informing the school superintendent of any change in the child's health and any necessary changes to be made in the medication. **All prescribed medications must be brought to the school by the parent or guardian. Do not send them with child.**

### Physical and Dental Examinations

**Physical Examinations** are **Mandatory** for Kindergarten, Grade 6, and new students.

**Dental Examinations** are **Mandatory** for Kindergarten, Grade 2, and Grade 6.

**Vision Examinations** are **Mandatory** for Kindergarten.

**After 30 days, a student MUST BE HELD OUT OF SCHOOL.**

## **Immunizations / Medications**

The requirements regarding immunizations for students in District #11 are the same as those set forth in the Illinois School Statutes. Students objecting to immunizations under religious grounds shall submit a statement to the Board of Education. No student will be subject to any disciplinary action due to the failure or refusal of parents/guardians to administer or consent to psychotropic or psycho stimulant medication.

## **HEAD LICE**

All students will be screened intermittently for head lice. **Children with live lice or nits (eggs) will be sent home for treatment.** Treatment includes shampooing (pediculicide) your child's hair and removing all lice and eggs. Students must report to the superintendent's office for additional head checks upon returning to school and must be accompanied by a parent or guardian.

## **FEES**

### **Fees, Fines, and Charges**

Book Rental is \$35.00 per student – This provides textbooks, workbooks, and classroom materials. This amount of the fee is determined annually. Varying fees may be assessed for other required materials and supplies.

### **Lost or Damaged Instructional Items (Chromebooks, Ipads, electronic devices, books)**

Fines for a book lost during the first year of use will be 100% of list price, and a book lost during the second year of use and thereafter will be 75% of list price. Replacement costs for lost library books will be the price of the book. Fines for damaged instructional items will be determined by the amount of damage. Students will be expected to pay for any willful damage to property or loss of books.

### **Waiver of Student Fees**

The School Board may establish fees and charges to fund certain school activities. The board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, equipment, yearbooks, pictures, and sports admissions.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Superintendent.

A student shall be eligible for a waiver of fees when one of the following prerequisites is met.

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aide to Families with Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para.712.1 et.seq.
3. The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture.
4. Student is designated "Homeless" by the Superintendent or his appointee.

Consideration will also be given by the Superintendent to additional factors such as:

1. Illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal unemployment
4. Emergency situations

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee.

### **MEALS PROGRAM INFORMATION**

Irvington Community School District #11 has qualified for and received the Community Eligibility Provision (CEP) for school meals. This means that all enrolled students will be offered breakfast and lunch at no charge (free). This is for all students regardless of socio-economic status.

**Students eating breakfast must arrive by 8:00 a.m. to allow time for eating.  
Students that arrive after 8:00 a.m. will be provided a breakfast bar.**

#### **Menus**

Menus will be sent home on a monthly basis for breakfast and lunch. Menus will also be posted on the school's Facebook page: [www.facebook.com/irvington11/](http://www.facebook.com/irvington11/)

### **ATTENDANCE**

#### **Attendance Age**

Under the Illinois School Code, any child between the ages of seven (7) and seventeen (17) years of age must attend school. LEG. REF.: Ill. Rev. Stat. 122, 26-1

#### **Arrival Time**

Students should arrive at school *no earlier* than 7:45 a.m. Students must go to the gym and wait to be dismissed by their teacher to go to class at 8:00 a.m.

## Absences

If a child is going to be absent from school, or late to school, parents or guardians should **call the school (249-6439) between 7:45 am and 9:00 am**. Please leave a message if no one answers.

## Excused Absence

Absence from school is one of the most common causes for failure. A child is not expected to be present when he or she is ill, indeed, his or her attendance is not wanted. However, a student should be in attendance unless there is just cause for absence. Parents, with the aid of the school, are responsible for ensuring regular, punctual attendance. Poor attendance and truancy will be reported to local truancy authorities and parents may be required to sign an attendance compact. Any student, who must leave school for a medical or dental appointment, etc., must bring a doctor's admitting slip to the office which must verify the appointment date and time. Parents and students are required to sign in or sign out at the office. **PLEASE PLAN VACATION TO COINCIDE WITH THE SCHOOL CALENDAR.** A day of school missed can never fully be made up.

## Excessive Absences

After three (3) absences from school during the school year, students are required to provide verification from a medical physician for the absences to be excused. All absences beyond three (3) without verification from a medical physician will be considered unexcused. The superintendent reserves the right to excuse absences from this cumulative number of absences for students that have missed school for valid circumstances.

## Unexcused Absences

Absences for all other reasons are UNEXCUSED and shall be treated as truancy. Unexcused absences include but are not limited to **MISSING THE BUS, CAR TROUBLE WHEN THE DISTRICT PROVIDES TRANSPORTATION, SHOPPING, HAIR APPOINTMENTS, OVERSLEEPING, TRAINS, OR FRIVOLOUS ABSENCES.**

## Anticipated Absence

Arrangements for this type of absence must be made by the parent or guardian of the student prior to the anticipated absence. **Approval must be given by the Administration** and the teacher(s) notified at least three days prior to the absence. It will be the responsibility of the student to obtain all make-up assignments from the teacher. **The make-up work will be due no later than two days after returning** from the absence, unless pre-arranged otherwise.

## Tardiness

If a student arrives to school after **8:10 am**, they will be counted tardy. Students leaving before 2:30 p.m. must have a parent/guardian sign them out.

## **Truancy**

A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

The first approach in dealing with a truant will be parent contact by the Superintendent. If the truancy is not resolved, the Superintendent shall contact outside agencies such as a Truant Officer, the Regional Office of Education, the Department of Children and Family Services, and the Washington County States Attorney.

## **SCHOOL CANCELLATION AND EARLY DISMISSAL**

In the event that bad weather may warrant cancellation of school, or if weather requires early dismissal from school, parents should listen to radio station WJBD 100.1, or TV stations KMOV Channel 4 or KSDK Channel 5 for any announcements. Closings are broadcast at 6:15 am and frequently thereafter. When there is a possibility of school being dismissed early, student should be given instructions before they come to school about where they should go when school is dismissed.

## **ONE CALL**

Irvington Grade School uses the One Call automated call system. This system allows the school to notify each parent or guardian with a phone call when school will be closed or reminders of upcoming events. It is vital the parents notify the school if and when their phone number changes so we make sure everyone is being contacted.

## **TECHNOLOGY USE**

The use of technology at Irvington Grade School is a privilege, not a right, and inappropriate use may result in loss of privileges and other disciplinary action. Costs associated with damaged or lost equipment are the sole responsibility of the parent/guardian. Students are not allowed to uninstall or modify any applications or operating systems in any way. Installation of apps by students is not permitted. All downloading of applications or other on-line costs incurred by the student for unauthorized use of the technology equipment are the sole responsibility of the parent/guardian.

## **TELEPHONE USE**

School telephones are to be used by students for emergencies only and then only on the office phone with office permission. Students should make arrangements with parents before leaving home in the morning in regards to after school plans.

## SCHOOL VISITORS

All visitors to campus ***must report to the school office*** to receive permission to be on school grounds. Visitors are required to remain in the secretary's office until taken to their destination. This applies at all times during normal student attendance hours. While on school grounds individuals are subject to video surveillance and recording. These recordings will be used as evidence in cases of unlawful activities and vandalism.

### **Meeting with Teachers/Support Staff**

Unscheduled meetings with staff will only be allowed if a staff member is available without causing a disruption to the learning process. These unscheduled meetings will be limited to five (5) minutes in length. These meetings will be conducted in an area away from other students and parents. Meetings of longer duration will need to be scheduled with the classroom teacher and administration/teacher in advance.

## STUDENT SERVICES

### **Speech Therapy**

A part time speech therapist is available for students with speech defects. Teachers should make their referrals directly to the therapist. Routine screening will be done the first week of school and continued throughout the school year. This screening will be comprehensive for kindergarten, first and second grade. All new students and those students previously enrolled in speech therapy will also be included. For students in need of speech therapy, written permission from the parents will be requested.

### **Cross Categorical Classes**

Classes for children with disabilities are available.

### **Title I Classes**

Chapter classes are available for all children in need of additional help in the areas of reading/language arts. Eligibility will be determined by student progress, achievement test scores, and teacher recommendation. All teachers and paraprofessionals meet the current definition of "highly qualified" as required by federal and state guidelines to date. Letters for school choice, student compacts, and other required Title I forms will be sent home the first week of school.

## ASSIGNMENTS

Assignments should be completed on time. Late assignments will be accepted if turned in ***before 8:30 the following day. Ten percentage points will be deducted*** from the grade if assignments are late. **Not completing an assignment is not an option. Students with missing or incomplete**

**assignments will be assigned to the after school homework help program called ACHIEVE until all assignments are complete in good faith to the best of their ability. Parents will be responsible for picking their child up at 4:00.**

**50% Grading Floor: The grading practice at IGS is that no grade of less than 50% will be given for work completed in good faith and to the students best ability. Zeroes or grades less than 50% create an inaccurate representation of achievement as well as being ineffective in keeping students accountable in completing all assigned work. All missing or incomplete assignments are required to be made up completely. Students that are either missing assignments or have incomplete assignments will be afforded an opportunity to receive help at the after school program called ACHIEVE.**

### **Parental Concerns**

Parents/Guardians who disagree with an action taken by a teacher with regard to class work, discipline or procedures should arrange a meeting with that teacher first. This conference may be done either before or after school. If a solution cannot be achieved, then a meeting will be scheduled with the superintendent, with all parties present. In efforts to follow the chain of command, Board members should not be approached with a concern until making an effort to resolve the problem with both the teacher and the administration.

If the nature of the concern deals with district policy and procedures, and has not been resolved by the superintendent, (after a meeting with teacher and supt.), then the concern may be brought before the school board.

### **HONOR ROLL**

An academic honor roll for grades 5-8 is announced at the end of each grading period. In order to achieve this scholastic honor, you must receive no report card grade of C or below in any quarter. The following grade points are necessary to make the honor roll.

<u>HIGH HONORS</u>	3.8-4.0
<u>HONORS</u>	3.2-3.7

### **PROMOTIONAL EXERCISES**

To participate in 8th grade promotional exercises, a student must receive a passing grade for the year in five of the six academic subjects, i.e. English, reading, spelling, math, science and social studies. Parents/guardians will receive a letter at the end of the 3rd quarter notifying them if there is a possibility that their child may not be able to participate in the 8th grade Promotional Exercise.



## DISCIPLINE

### General Guidelines

1. Students are expected to be courteous and respectful of all school personnel and property.
2. Students are not to leave school grounds during the regular school day.
3. No food or toys are allowed on school grounds without office permission.
4. Display of affection is not permitted.
5. No organizations, clubs, or fundraisers permitted without prior office consent.
6. Inappropriate student behavior may result in suspended field trip privileges.
7. No running will be permitted in the hallways.
8. No student is to arrive at school before 7:45 am.
9. Students are not allowed in hallways or classrooms before 8:00 a.m.
10. Clothing advertising tobacco, alcohol, or sex or is otherwise distasteful will not be permitted.
11. Bicycles must be parked in the bike rack at all times.
12. No pets or animals are allowed in the building or on the school bus.
13. Bus students may be assigned seats and are expected to follow all bus rules and bus driver instructions for their safety.
14. Cell phones/electronic devices from home must be turned off and put away in backpacks. The school is not responsible for lost or damaged electronic devices.
15. The telephone in the office is available for student use with permission in *emergency* situations only.

## DRESS CODE

### Clothing and Appearance

Students are expected to keep clean and present a neat and acceptable appearance when attending school and school functions. The ultimate responsibility for styles in clothing, grooming, footwear, etc., of a student is with the student and his/her parents.

However, the administration and faculty reserve the privilege of determining whether student dress is disruptive to the educational process or is detrimental to the student's health and safety. Any child who wears inappropriate items to school will be asked to:

- a) remove the item
- b) turn the item inside out, or
- c) call parents/guardians to bring acceptable clothing to be worn.

No student will be allowed to return to class until one of the above requirements has been met. A student who violates the dress code on more than one occasion may be subject to disciplinary actions. This policy applies to all grades, K - 8.

The following are a few rules that apply:

1. Clothing that includes emblems or printing that is obscene, profane, libelous, slanderous, or that may incite students to disrupt the educational process is prohibited.
2. Clothing that depicts or promotes alcoholic beverages, tobacco or tobacco products, or any illegal or inappropriate substances are prohibited.
3. Students should keep the torso of the body covered. No halter tops or shirts unreasonably unbuttoned.
4. Students may wear “mid thigh” shorts and skirts to school...defined by “fingertips”.
5. Students must wear rubber, non-marking soled shoes (tennis shoes) in the gym and appropriate footwear outside on the playground. **Flip-flops and Slides will not be allowed to be worn while at school. A separate pair of tennis shoes is required at school for gym use.**
6. The hair should not be allowed long enough that it blocks the student’s vision.
7. Clothing must be worn in such a fashion that undergarments are not displayed.
8. Shirt straps must be at least 2 inches wide.
9. Pajamas and slippers are not allowed, unless a class or school-wide party day.

#### **ITEMS TO LEAVE AT HOME**

1. Chewing gum
2. Knives, razor blades or other weapons or anything that could be used as a weapon or is intended to look like a weapon
3. Fireworks and Laser lights
4. Lighters and matches
5. Tobacco and tobacco products
6. Drugs and alcoholic beverages
7. Super glue, rubber cement, or white-out
8. No mind-altering material other than prescribed medication
9. Fidget Spinners and like gadgets (unless prescribed by physician)
10. Stuffed animals

The Superintendent shall determine the appropriate discipline to be administered if a student is caught with any of these items in their possession or in their belongings based on the severity of item and intent. Appropriate discipline may include suspension or expulsion.

#### **Electronic Devices**

All MP3’s, iPods, CD players, game systems, or any other electronic devices declared inappropriate by the superintendent, must be left turned off in their school bag. Any violation shall result in the device being confiscated, and will be kept until picked up by a parent or guardian.

## **Cell Phones**

Students are asked to secure cell phones in their lockers/backpacks during the school day in the off position. Cell phones will be the sole responsibility of the student and the school district will not be responsible for loss or damage. **If a student is caught using a cell phone for calls, text messaging, or any other use the cell phone or electronic device will be taken to the office and returned to the parent (this will be considered a Level II Disciplinary infraction).** Cell phones are prohibited in locker rooms and restrooms. If a student is in an activity after the regular school day cell phone privileges will be up to the supervisor of that activity. Any use deemed to be inappropriate will be handled by administration. Each infraction will be recorded according to our school discipline plan. **There will be no tolerance for students breaking this policy! Students that violate this policy with one infraction will not be allowed to bring cell phone/electronic device back to school.**

## **BUS CONDUCT**

1. All students riding the buses for any purpose are subject to the control of the bus driver and any adult sponsor accompanying a group of students.
2. In an effort to maintain an efficient transportation schedule, it is very important for all students to be at the pick-up point when the bus arrives. In addition, to ensure the safety of all students, the bus should not sit on a road waiting for students.
3. Students must be seated before the bus will be put in operation and must remain seated during its operation. At no time shall a student extend their head or arm outside the bus window.
4. There must be no loud talking, yelling, whistling, or throwing objects on the bus.
5. Yelling from a bus to pedestrians will not be allowed.
6. Foul, abusive, or profane language will not be permitted.
7. Silence must be maintained while the bus is stopped at railroad crossings.
8. Enter and leave by the front door.
9. A driver or teacher must be present before students are permitted to enter the bus.
10. Stay off the road at all times while waiting for the bus.
11. Remain in the bus when there is a road emergency until instructions are given by the driver.
12. Everyone should make an effort to keep the buses neat and clean. Paper, refuse, and the like should be deposited in a waste container in the bus. The articles should not be discarded along the highway. (State law prohibits this.)
13. Shoes with spikes or cleats will not be worn on the bus. They must be removed before boarding the bus. After an athletic event, mud should be removed from students' shoes before entering the bus.
14. Eating or drinking is not permitted on the bus.
15. Treat the bus as one would valuable furniture in one's own home. Never tamper with the bus or any of its parts.

16. Carry no animals on the bus without permission of the principal.
17. Keep books, packages, coats, and all other objects out of the aisle.
18. Be courteous to other people and the bus driver.
19. Help look after the safety and comfort of small children.
20. Do not ask the driver to stop at any place except at your own bus stop. The driver is not allowed to do this except with permission of the school principal.
21. Obey safety rules when getting off the bus. If students have to cross the highway, they must walk to a spot at least 10 feet in front of the bus on the right shoulder of the highway. Be sure students can see the buses and cars going both ways. Students should wait until the bus driver signals them to cross.
22. Remember that it is hard to drive a bus. The driver must pay attention to driving.
23. It is important that the riders do not cause problems.
24. Violation of the rules of conduct listed above may result in a Transportation
25. Disciplinary Report being filed by the bus driver.
26. Anything else not covered here that is deemed hazardous or inappropriate by the bus driver, adult sponsor, or superintendent.
27. Students needing to ride home with a friend MUST HAVE A PERMISSION NOTE FROM PARENT. Phone calls home during the school day to get permission is not acceptable.
28. If students are not going to ride the bus in the morning, the school should be notified the night before or no later than 7:00 a.m. the next morning.
29. All weapon rules and consequences as outlined in the “weapons” section of the school handbook, shall fully apply to all bus routes, including those to field trips, athletic events, etc.

Students will receive detentions for misconduct on the bus and students may be suspended from the bus for periods of time depending on the severity of the misconduct or for frequent cases of misconduct on the bus.. Repeated or severe bus misconduct may result in more severe punishment including, but not limited to, longer periods of bus suspension, recommendation for bus expulsion or suspension and/or expulsion from school. All physical altercations will result in a suspension from the bus and from school. If a second offense of a physical altercation occurs, there will be a suspension of bus privileges for the remainder of the school year. Parents of students removed from a bus for a period of time shall be required to provide transportation to and from school for the student during the period of removal.

### **SCHOOL BUS EMERGENCY EXIT DRILLS**

Because pupils are being transported to extracurricular activities as well as to and from school, and the ever-increasing number of accidents on the highways, there is a need to instruct pupils how to vacate a bus in case of an emergency. In order to avoid panic and overcrowding of the exits, Emergency Exit Drills will be conducted at the school under the supervision of the bus drivers and the superintendent. All pupils will participate whether they ride on a regular basis or not.

### **Discipline Procedures – Please See Discipline Plan Handbook for Specific Information**

The School Board's disciplinary policies may include but not be limited to the following disciplinary measures:

1. Individual student discussion and counseling.
2. Student involvement in defining acceptable standards of behavior.
3. Parent/guardian involvement in cases where a student repeatedly exhibits lack of responsibility or self-discipline.
4. Denial of privileges.
5. Removal from the classroom, school buildings or grounds, or school bus
6. Detention.
7. Suspension (in-school and out-of-school).
8. Expulsion.

Prior to receiving a disciplinary action, the student shall be given due process to explain his or her side of the story to the classroom teacher and/or building administrator.

Under the direction of the Superintendent, school personnel shall establish, regularly review and revise, if necessary, procedure for implementing the School Board's disciplinary policies.

The School Board may also institute policies whereby parents, teachers, administrators, Board members and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience.

### **Cheating**

Cheating of any kind is not allowed at school. Any student caught cheating will be given a "0" for all the work involved while the cheating took place. If cheating persists, then not only will a "0" be given to the student, but one of the following will result:

1. A parent/teacher/Superintendent conference (the student may attend if requested by the parent or teacher).

### **Bullying/Teen Dating Violence**

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation and school violence.

The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

### **Social Networking**

Irvington School District #11 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences. Inappropriate use of technology includes harassment, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

***“Cyber Bullying” includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.***

Irvington School District #11 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school principal. Students of Irvington School District #11 are strongly discouraged from using social networking websites such as SnapChat, Facebook, Twitter or Instagram.

School authorities may not require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule of procedure.

### **Removal from the Classroom:**

Standards and procedures which provide for the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the Board of Education. The standards and procedures shall be recommended to the Board by the Superintendent after input from staff and the parent/teacher advisory committee on discipline.

The standards and procedures shall ensure the following:

1. The District's definition of disruptive behavior;
2. The expectations of the teacher for student behavior are fair, reasonable, within the District's guidelines and are known by the student;
3. The student knows the consequences of violation of the teacher's expectations for student behavior;
4. Continued disruptive behavior by the student shall cause the involvement of parents/guardian and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
5. The written remedial plan shall be filed by the teacher with the Superintendent, and upon approval, it shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
6. Appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
7. Disruptive behavior by a student that could cause harm to himself, other students, or the teacher shall be cause for removal from the classroom.

The teachers may use reasonable force in extreme circumstances to maintain safety.

LEG. REF. ILL. REV. STAT. CH 122, Para. 24-24

### **Discipline Policy**

In-school suspension means the student will be isolated and spend the day working on homework. All work done that day will be graded and receive credit.

### **Detentions (3:10-4:00 p.m.)**

***If a student in an extra-curricular activity (i.e., a sport) receives a detention he/she will serve the detention, and will miss the next event. There is no choice between serving detention or missing the event.***

### **Suspension**

The Board of Education may suspend or authorize the Superintendent to suspend pupils guilty of gross disobedience or misconduct on the way to and from school, at school, or school sponsored activities, and no action shall lie against them for such suspension. The board may authorize the Superintendent to suspend pupils guilty of such acts for a period not to exceed ten school days.

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student 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 necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the School Board.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include but not be limited to the following:

1. Disobedience of the directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, or sale of if found to be under the influence of controlled substances and look-alike substances and/or alcoholic beverages.
3. Injury or threat of injury to any school district employee, official or student.
4. Destruction and/or defacement of any school property.
5. Possess, use or distribution of dangerous weapon.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.
7. Fighting may result in a one day suspension for the first offense; a five (5) day suspension for the second offense; and may require an appearance before the Board of Education on the third offense. The Board will determine the appropriate disciplinary measure at that time.

LEG. REF.: Goss v Lopez 419 U.S. 565 Ill. Rev. Stat. Ch 122, para. 10-22.6(b)

CROSS REF.: 710.08, 710.13, 715.05



## **Expulsion**

As outlined in state and federal law, the Board of Education shall be authorized to expel a student guilty of gross disobedience or misconduct for a period of over ten (10) days subject to the following conditions:

1. The Board or its designee shall notify the parents or guardian of the proposed expulsion and of the impending hearing by registered or certified mail.
2. Such notice shall give the reasons for the expulsion, the time and place of the hearing, and the parent's right to appear and present evidence to refute the charges.
3. The Board shall hold a hearing or appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specific time and place.
4. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, and representatives from the Department of Mental Health and Developmental Disabilities, if appropriate.
5. In cases where a hearing officer or Board panel is used, a written summary of the hearing shall be approved by the Board.
6. The Board shall discuss and reach consensus on the matter in executive session.
7. Final action by the Board shall be taken in public session.
8. The Board shall notify the parents or guardian in writing of its final action.
9. The District shall expel a student only in cases of extreme or repeated misconduct or disobedience. Gross disobedience or misconduct providing just cause for expulsion shall include:
  - Repeated, willful disobedience of reasonable directive of staff members
  - Repeated or extreme instance of possession or use of drugs or alcohol
  - Willful serious injury to a staff member or student
  - Repeated threats of injury to staff members or students
  - Willful and repeated use of profanity and/or verbal threats in the presence of staff members or students
  - Possession and/or use of a dangerous weapon
  - Such other serious behavior as the Board deems that seriously undermines the continued safety of staff, students, property, or is otherwise inconsistent with maintaining a constructional climate in the school.

The Superintendent shall be responsible for informing the students of the provision of this policy.

LEG. REF.: Ill. Rev. Stat. 122, 10-22.6

Goss v. Lopez, 419 U.S. 565 (1975)

Goldberg v. Kelly, 397 U.S. 254 (1970)

## **Interrogation & Searches**

Desks and lockers are public school property and school authorities may make reasonable

regulations regarding their use.

School officials may inspect desks & lockers when there is reasonable cause to believe that the contents threaten safety, health, or welfare of students or include stolen property or contraband.

Stolen items and items which are prohibited by law, Board policy, or school regulations may be removed and impounded, and the parents notified.

LEG. REF.: Doe v Renfrow, 475 F. Supp. 1012(N.D.Ind. 1979)

## **POLICY ON DRUG AND ALCOHOL ABUSE**

### **Smoking**

**Smoking tobacco or possession of such material is not permitted by students on the school grounds, building, or bus at any time.** Smoking is hazardous to the health of students and may also present a safety hazard in the school. Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto the bus or school property. Disciplinary measures may include personal counseling, withholding of privileges and/or suspension for a period of up to ten (10) days. Parents' cooperation is sought in all cases.

### **Alcohol**

The consumption of alcoholic beverages is hazardous to the health of the student and the safety of those around the student.

The consumption, possession, or distribution of alcoholic beverages is not permitted on the school grounds, building, or bus at any time. Students will not be permitted to attend school or its functions while under the influence of alcohol. Violators under this policy will be treated the same, whether under the influence or in possession of alcohol.

If a staff member finds a student in violation, the student may be punished by suspension of up to ten (10) days for the first offense. In addition, parents and juvenile authorities shall be notified immediately. Repeat offenders may be expelled by the Board of Education.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages brought onto the bus or school property.

### **Drug Abuse**

Non-medical use of drugs is hazardous to the health and safety of the students. The illicit use, possession, or distribution of drugs is not permitted on the school grounds, bus, or in the building at any time. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, possession and under the influence shall be treated

in the same manner.

If a staff member finds a student to be illicitly using, possessing or distributing drugs in violation of this policy, the student may be suspended for a period of up to ten (10) days. In addition, parents and juvenile authorities shall be notified immediately and then cooperation sought. Repeat offenders may be expelled by the Board of Education.

When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Given reasonable grounds for suspicion, school authorities may search for and seize illicit drugs brought onto the bus or school property and submit such drugs to the proper authorities for analysis.

### **Weapons**

Possession, use and/or transfer any weapon or instrument capable of inflicting bodily injury on school property is prohibited. This includes, but is not limited to guns, knives, clubs, or any object intended to or altered to be a weapon, which could cause harm to any student, teacher, or staff member.

The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school may be expelled as determined by the school board. For purposes of this Section, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative program in accordance with Article 13A of the School Code.

### **REFERRAL TO LAW ENFORCEMENT OFFICIALS**

If school officials have a reasonable belief that a student violated the laws of the State of Illinois, school officials may contact local law enforcement officials for further investigation and action.

### **DISCRIMINATION POLICY**

The 1972 Title IX Education Amendment states:

“No person in the United States shall, on the basis of sex, be denied the benefit, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **WITHDRAWING FROM SCHOOL**

If you move during the school year, it will be necessary to notify the office as early as possible. There are several items to be taken care of before we can transfer your school records. A withdrawal form must be filled out by your teachers and taken by you to your new school.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Student Athletes Concussion and Head Injuries**

Any student or 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 or school activity for a possible concussion or head injury may not return to that contest or activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

### **Athletic Program**

Irvington Community Grade School offers an athletic program for both boys and girls. A physical exam and insurance coverage are required. The physical form can be picked up in the school office.

Athletic activities will Co-op with North Wamac this year. Activities will include Cross-country, basketball, volleyball and track. A cheerleading squad is selected and serves through the year to complement the entire athletic program. A physical exam and insurance coverage are also required for the selected cheerleaders. All sponsors and coaches will remain with the students until all students have been picked up by their parent/guardian.

### **Eligibility Policy**

Students must maintain a C average without a failing grade in any subject to be able to participate in extracurricular activities. Grades will be checked every Monday. If a student is found to be ineligible, they may not participate in any games until the grades are rechecked the next Monday. If any student becomes ineligible more than twice, they are suspended from the team for the remainder of the season.

### **Sportsmanship**

Any person may attend school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events held upon grounds of Irvington Grade School to which the student is otherwise permitted or entitled to attend.

No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events held upon grounds of or sponsored by Irvington Grade School.

1. Do any act, which is insulting or provoking in nature against any official, employee, or agent of the District.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know created a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act, which is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events.
5. Do any act, which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events or enter or remain in any area which serves as proper ingress or egress to any school sponsored or related activities, functions and meetings, extracurricular activities and athletic events.
7. Starting with the 2011-12 year, all spectators will be prohibited from going on the gym floor before all ball games, at halftime of each game, between games and after games. This includes all spectators, fans and students not participating in the game currently in progress.

**PENALTY: Any person who violates Paragraphs 1, 2, 3, 4, 5, or 6 of this Policy may be:**

1. Restricted by the Board President, Superintendent, or their designees, to observance or attendance at any school-sponsored or related activities, and athletic events from a particular place or area.
2. Removed from or ordered evicted from any building, grounds, or place at which any school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events are held by the Board President, Superintendent, or their designees.

3. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extracurricular activities, and athletic events for up to one (1) year.

## **RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Superintendent, or other appropriate official, written requests that identify the records(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another

School in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

### **CHILD ABUSE AND NEGLECT**

Since July 1, 1975, school employees have been required to report suspected cases of child abuse. Irvington Grade School must and will report suspected cases to the proper authorities. The 81st General Assembly amended the Illinois School Code to provide a penalty for school employees who fail to report a case of suspected child abuse and/or neglect. Hereafter, employees who fail to report suspected cases face the possibility of having their certificate suspended for a period of one year. Suspension is to be done by the Regional or State Superintendent of Education, with hearing rights afforded the employee and with appeal rights to the State Board available.

### **PEST MANAGEMENT PROGRAM**

Irvington Grade School District #11 has a voluntary registration in the event that the spraying of pesticides or herbicides is necessary. By putting your name on this list you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides, we will notify you as soon as possible. Contact the office if you wish to be added to the registry.

### **ASBESTOS NOTICE**

In accordance with the federal and state laws, Irvington Grade School has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos-containing material plan as needed to protect the health of students and staff members. A copy of the district's management plan is on file in the school office.

### **HOMELESS**

Students without an adequate nighttime residence are considered homeless. With limited shelter space, most of these students live in motels or are doubled-up with family or friends because their family can't afford their own place. Homeless children can choose to attend the school they attended before becoming homeless or the correct school for their attendance area.

To receive educational support for students living in transition (shelters, motels, campgrounds, sharing housing, or any inadequate or non-permanent arrangement) call your district homeless liaison at (618) 249-6439. The Illinois State Board of Education considers school enrollment, attendance and success of homeless students a priority. The district liaison must promote access of homeless students to all school programs, including transportation. If the homeless student/parents and the school district disagree about enrollment or transportation, contact the student's school district at (618) 249-6439.