

GARD ELEMENTARY STUDENT HANDBOOK

BEARDSTOWN

CUSD #15



GARD ELEMENTARY SCHOOL

**400 East 15th Street
Beardstown, Illinois 62618
217-323-1364
www.beardstown.com**

**2024 - 2025 Elementary Student Handbook
Beardstown CUSD #15**

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General Information

Welcome to Gard Elementary

Welcome to Gard Elementary School which serves grades K-4 in Beardstown Community Unit #15. We are very happy that you are part of the wonderful learning that happens at Gard Elementary. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website or at the Board Office located at:

500 East 15th Street
Beardstown, Illinois. 62618

Beardstown CUSD #15 Mission Statement

The mission of Beardstown CUSD #15 is to provide a challenging and responsive, educational environment in a changing community that creates caring, socially responsible, and exemplary students.

Our Core values

We believe that Gard Elementary is great and our Tigers ROAR! There are four core values that are a fundamental part of teaching and learning at Gard Elementary. These core values are:

R - Respectful
O - Organized
A - Aware
R - Responsible

Office Staff

Mr. Nathan Theis, Principal
Ms. Denise Wittler, Assistant Principal
Ms. Denise Becker, Building Secretary
Ms. Fernanda Lopez, Bilingual Secretary
Mrs. Heidi Simpson, Attendance Secretary
Mrs. Staci Young, School Nurse
Ms. Maggie Nordsiek, Social Worker
Mrs. Tammee Petersen, Language Acquisition Administrator

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety 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.

Additionally, please note the following:

1. 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.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. 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.
5. 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.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Academics

Grading

Gard Elementary uses a letter grading system. This means that teachers will be monitoring, providing feedback, assessing and grading students on how well they achieve, according to the standard(s) being taught in language arts and math. The standards are from the Illinois Learning Standards that are set by the Illinois State Board of Education and will be used to guide statewide assessments that students will be taking starting in 3rd grade.

All teachers will be using the following grades to describe to students and parents, progress in academics.

Academic Grades & Marking System	
A	90% - 100%
B	80% - 89%
C	70% - 70%
D	60% - 69%
F	59% & below
NA	Not Assessed at this time.

Report Cards

Report cards are issued to students at the end of the first week following the close of each nine weeks grading period. For questions regarding grades, please contact the classroom teacher.

Mid-term progress reports are sent to parents as needed to report student progress. Upon receipt of the report, parents

are encouraged to contact the school if any questions arise concerning the notice. The main purpose of the report is to notify parents about student progress so that parents, students, and teachers might work more closely to implement corrective measures that will improve that progress.

Grade Level Placement

Students new to the district will be placed by the former public school's permanent records or by staff testing. Students who are five years old on or before September 1st will be placed in Kindergarten.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Home Work

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session

Reporting Absences

Parents must call the school before 8:10 AM to report absences. Please contact Gard Elementary at 323-1364 ext. 7777 or 7778 (for Spanish). State law requires school personnel to make one attempt to notify parents of student absences, if the school has not been contacted by the parent(s). If phone contact is not made, a note should be sent with the child when he/she returns. The reason for an absence will be kept confidential.

Types of Absences

Excused

Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and class work assignments.

Unexcused

Unexcused absence is an absence from school with parental knowledge and/or approval, but not acceptable to the school administration.

Examples of Unexcused absences include, but are not limited to:

- A student refused to come to school. Even if a parent calls this in, absence is still unexcused.
- Parent or student has overslept.
- Student has missed the bus.
- Parent or student states the weather was too cold, snowy, hot, etc. If school is in session, all students are expected to be in attendance.
- Student reports staying home to baby sit for a family member.
- Parent or student states they had no transportation.

Unexcused absences will be deducted from the student's excused absences allowed.

Pre-arranged

Pre-arranged absence is one approved by the school administration in advance of the absence. A pre-arranged absence form needs to be signed by the student's classroom teacher, signed by the parent(s), and approved by the principal. These forms may be picked up in the office. Assignments may not be given in advance. Students will be granted time upon their return to school equal to the number of days missed to complete make-up work. PARENTS ARE STRONGLY ENCOURAGED TO TAKE VACATIONS DURING THE REGULARLY SCHEDULED SCHOOL VACATION TIME. Pre-arranged absences for vacations will be limited to 5 days per semester. It is not possible to re-create lessons and activities missed. The missed assignment(s) must be submitted by the deadline. One day for each day absent plus one additional day is allowed to complete homework after the absence.

Truancy

Truancy is an absence from school with no acceptable reason from the parent/guardian.

Chronic/ Habitual Truant

Chronic absence means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause and out-of-school suspensions for an enrolled student. The District will use diagnostic procedures for identifying the causes of unexcused student absenteeism, which shall include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Supportive services are available to truant or chronically truant students. These services shall include, but are not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Truant Minor

A Truant Minor is a chronic truant is a student absent without valid cause from such attendance for a school day or portion thereof and to whom supportive services including prevention, diagnosis, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused. Truant students will be reported to the Regional Office of Education and are subject to disciplinary action.

The school district must follow current Illinois Law and report truant behavior to the county truancy officer. Current law defines penalty to either or both the parents and the truant child. Parents are encouraged to discuss any attendance issues with the principal as soon as possible. We will work together to solve any issues.

Absences and After School Activities

Students who are absent during the last half of a school day may not participate in any school activity scheduled for that

day. Exceptions may be made, by the principal, in cases of a doctor's appointment or other obligation such as a funeral. Students absent on Friday may participate in a Saturday activity, but the Friday absence will be reviewed on Monday.

Appointments

Parents are encouraged to make all student medical and dental appointments so that students arrive at school before 8:30 AM, or leave after 2:30 PM, to ensure that students are present at school for an entire school day. Every effort should be made for students to attend school before and/or after a Doctor's appointment. Parents must pick students up in the office for appointments.

Excessive Absences

Students with more than 10 days of absence per year will be reported to the Cass County Truancy Office unless the student has a valid excuse for each absence. The principal, school nurse, and attendance secretary will review the attendance monthly to determine the validity of the excused absences when a student's total is over 10. The team will determine if a student's excuse(s) is/are valid and determine whether make up work will be allowed.

Tardiness

Students are expected to be in the classroom and ready to work when the class day begins. Students are considered tardy if they arrive at school after 8:10 a.m. Tardiness disrupts the learning process for the student, teacher, and fellow students. When tardiness occurs beyond 5 occurrences, students will be subject to after-school detentions, referral to the Truant Officer and/or other appropriate consequences. After 5 occurrences, minutes will be tracked and students will serve time missed after school when 30 minutes are reached. Students will be referred to the County Truancy Office.

Closed Campus

Gard Elementary school operates a closed campus. Students will not be allowed to leave campus after arriving at school for any reason other than to keep doctor and dentist appointments. Students leaving campus for any reason must be given permission by the principal.

Educational Support Services

English Learners (EL)

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. Initially, all students who enroll in the district will be required to complete a Home Language Survey (HLS). When a student is identified on the Home Language Survey as having a primary language other than English spoken in the home or they themselves speak another language other than English, he/she will be screened using the W-APT or MODEL for Kindergarten for possible EL services. Parents will be notified of the results and recommended placement within 30 days of registration. Parents may meet with the Language Acquisition Director regarding placement. Eligible EL's will then be placed in the Dual Language Enrichment Program, self-contained English as a Second Language/Transitional Bilingual room or other appropriate placements based on the student's individual language needs. Parents/guardians of English Learners will be informed how they can: 1) be involved in the education of their children; 2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and 3) participate and serve on the District's transitional Bilingual Education Programs Parent Advisory Committee.

Rtl - Response to Intervention

The process of providing interventions to students who are at risk for academic and social-emotional/behavioral

problems is called Response to Intervention or RtI. The RtI process is a multi-step approach to providing services and interventions to students who struggle with learning and behavior in the school setting at increasing levels of intensity. All students are given a reading fluency and comprehension screening, and a math screening in the fall, the winter, and the spring. In addition, students are screened for risk-factors related to social-emotional behaviors. All students who do not meet the set expectations on the screenings, who are below standards on testing criteria, or who are referred by their classroom teacher are given further testing to determine if they are in need of interventions. If interventions are needed, students will receive these interventions during the regular school day. The progress made by students at each stage of intervention is closely monitored. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

- **Tier 3:** Smaller Groups (1-2); 20-30 minutes 1-5 days per week in addition to Tier 1 and 2; Progress Monitored every 6 days.
- **Tier 2:** Small group instruction (3-5); Supplementary Materials; Specific instruction based on needs assessed; 20-40 minutes 1-5 days per week in addition to Tier 1; Progress Monitoring approximately every 6 days.
- **Tier 1:** General Education Instruction, received by all students; Core classroom materials; Whole group instruction.

Title I Services

Title I is a pullout/push-in program designed to provide supplemental instruction for those students in grade K-4 who are reading below grade level. Referrals may be made by teachers, parents, or other concerned individuals. The school will work to ensure that the required school level academic and parental involvement policies meet the requirements of ESSA (Every Student Succeeds Act) that was signed by the President in December of 2015. Title I funds will be used to implement comprehensive strategies for improving the educational program of the whole school in schools with 40% or more poverty to increase the achievement of all students, particularly students who are failing or most at risk of failing to meet State standards. Goals for the Title I program include reading, math, science and parental involvement goals.

Right to Know Statement - As a Title I school, we must meet federal rules related to teacher qualifications as defined in ESSA. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.
- Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

Special Education Programs and Services

State and Federal legislation require a free and appropriate education for all children with disabilities between the ages of 3 to 21. To meet these requirements, CUSD #15 in cooperation with Four Rivers Special Education Cooperative, provides special education programs and services to all eligible children. Programs and services are designed to meet the needs of students who have disabilities, which adversely affect their success in a preschool or regular classroom setting. After a comprehensive diagnostic evaluation, a team of educational personnel determines the child's eligibility

for programs and services.

When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/Guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step. Special education referral forms may be obtained from your building principal. Also available are complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE regulations governing special education.

Health and Wellness

Physical Examination/Immunization/Vision Screening/Dental Exams

Every student is required by Illinois State code to have a medical examination before entering Kindergarten and again before 6th and 9th grade. The physical form should be turned into the office before school begins. No student will be allowed to remain in school if these forms are not completed and on file by the first full day of attendance for the current school year. School physicals are current for one full year from the date on which the physical was performed. All physicals must be completed on the current form issued by the Illinois Department of Human Services. No physical will be accepted unless the parent health history section has been completed and signed. All required immunizations must also be current as mandated by the code from the Illinois Department of Human Services.

In addition, the school nurse performs mandated vision and/or hearing screenings on students in the following groups: PK through 3rd grade, 8th grade, special education, new students, transfer students, and all teacher referrals. Screenings begin in October and continue throughout the school year. Students with an optometrist's examination conducted within the past 12 months and a report on file may be exempt from screening.

Illinois School Code requires all students entering kindergarten, second, sixth, and ninth grades to provide proof of a dental examination completed within the last 18 months. The dental form must be turned in no later than May 15 of the year they enter kindergarten, second, sixth, and ninth grade. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

State law requires an eye exam by a licensed vision provider for students entering kindergarten or any student entering an Illinois school for the first time. The exam may be completed within one year prior to the deadline date of October 15th. Failure to present proof by the first day of school, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Sickness/Injury

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by school authorities to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will contact the person or persons listed on the student's registration form. Parents are to give this information to the school when they register. It is imperative that the student's emergency information be kept updated. If you know of any reason for a change, please notify the office.

If your child has a fever, he/she must be kept home until fever free for 24 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food for over 24 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

Emergency Information

It is necessary that there is current emergency information on file for each child. This information is of great value to the

child in the event he or she becomes ill or is injured at school. This information is included on the CUSD #15 registration form. This information must include emergency phone numbers.

Medication Guidelines

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until the student's parent/guardian submits a completed and signed School Medication Authorization Form. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

All prescription medications that are brought to school must be sent to the nurse's office/office upon arrival. This medication will be stored in a locked cabinet. Medications must be delivered to the school by the parent.

The school will ascertain from the parent and/or physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. Medication sent to school without proper documentation will not be given. Questions concerning medications will be referred to your physician.

Head Lice

At the start of school (and intermittently throughout the year), parents should examine their children for indications of head lice. Head scratching and intense itching of the scalp are the main indications of head lice and their presence can be confirmed by a close visual inspection of the hair and scalp under a good light source. Please call the school nurse if you suspect your child has head lice, so the nurse can monitor other classmates for possible lice infestation. The presence of head lice does require your immediate attention and action.

Nurse's office

- All students should obtain permission from the regular classroom teacher for a visit to the nurse's office. A pass will be required.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Child Abuse/Neglect Reporting

All school employees are Mandated Reporters and as such, by State law, are required to report all suspected child abuse and/or neglect immediately to Illinois Department of Children and Family Services.

Wellness Policy

The Board of Education of Community Unit School District #15 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Furthermore, the Board recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity.

Positive Behavior Interventions/ Student Discipline

Student Discipline Philosophy

It is the philosophy of the school district to have rules and regulations that allow each student the opportunity to work and study in an environment conducive to learning. Students are expected to be courteous, diligent, honest, respectful, and to abide by the rules and regulations of the school district.

Positive Behavior Interventions and Supports (PBIS)

PBIS is a system for...

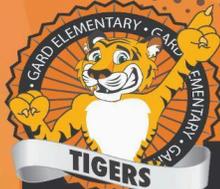
- Teaching and supporting socially appropriate behavior for school and for life
- A healthy, safe, and orderly school culture and environment
- A data-based system for use in problem solving and decision making

At Gard Elementary we will be using 4 school-wide or universal expectations for all students and staff:

- Respect Self
- Respect Others
- Respect Property
- Be There, Be Ready

All expectations for behavior are tied to one of these universals. The expectations for Gard Elementary are in the universal matrix:

PBIS Matrix English

 R . O . A . R				
	RESPECTFUL	ORGANIZED	AWARE	RESPONSIBLE
ALL SETTINGS	<ul style="list-style-type: none"> • Stay at level 0 or 1 when talking • Using kind words • Having safe hands and feet 	<ul style="list-style-type: none"> • Keeping our school clean • Bringing supplies to class • Doing your best work 	<ul style="list-style-type: none"> • Eyes on speaker • Being a good listener 	<ul style="list-style-type: none"> • Ready to learn • Owning our actions • Learning from our mistakes 
ARRIVAL AND DISMISSAL	<ul style="list-style-type: none"> • Keep voices at a level "1" • Listen to adults • Follow adults 	<ul style="list-style-type: none"> • Take all belongings with you 	<ul style="list-style-type: none"> • Find your bus line and a seat and stay there 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Stay seated or stand in line until dismissed 
ASSEMBLIES	<ul style="list-style-type: none"> • Attention on the speaker • Clap hands when appropriate • Voices at level 0 	<ul style="list-style-type: none"> • Enter and exit quietly • Report problems to an adult • Remain with your teacher and class 	<ul style="list-style-type: none"> • Listen and follow directions • Respond immediately to quiet signal 	<ul style="list-style-type: none"> • Keep your hands, feet and belongings to yourself • Sit in a row criss-cross your legs • Leave others alone 
BATHROOM	<ul style="list-style-type: none"> • Give privacy to others • Use bathroom quickly and quietly • Flush the toilet 	<ul style="list-style-type: none"> • Clean up when you are finished • Report problems to an adult • Wash your hands with soap 	<ul style="list-style-type: none"> • Keep water in sinks • Await your turn • Listen to adults 	<ul style="list-style-type: none"> • Do not play in the bathroom • Use toilets, sinks and dryers correctly • Leave others alone 
CAFETERIA	<ul style="list-style-type: none"> • Voices at level "1" • Use good manners • Do not play with food 	<ul style="list-style-type: none"> • Stay in line • Clean your area • Throw your trash away 	<ul style="list-style-type: none"> • Listen to adults • Find your seat • Stay at your table 	<ul style="list-style-type: none"> • Wait in line patiently • Use a tray • Clean up spills 
CLASSROOM	<ul style="list-style-type: none"> • Raise your hand and wait to be called on • Follow directions from your teacher • Use kind actions 	<ul style="list-style-type: none"> • Keep workspace neat and organized • Have your supplies ready • Clean up your area when you are finished 	<ul style="list-style-type: none"> • Keep your hands, feet and objects to yourself • Sit appropriately in your chair • Ask to get out of your seat 	<ul style="list-style-type: none"> • Focus on learning • Always do your best work • Be an active listener 
HALLWAY	<ul style="list-style-type: none"> • Keep voices at level "0" • Allow others to learn 	<ul style="list-style-type: none"> • Stay to the right • Keep a single file line 	<ul style="list-style-type: none"> • Face forward • Allow others to use hallway 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself 
PLAYGROUND	<ul style="list-style-type: none"> • Use kind words • Take turns • Respect nature • Enter the building quietly 	<ul style="list-style-type: none"> • Tell an adult if you see an unsafe action • Line up when signal is given 	<ul style="list-style-type: none"> • Following directions • Agree on rules before playing • Be a good sport 	<ul style="list-style-type: none"> • Stay within boundaries • Use properly • Dress for the weather 

PBIS Matrix Spanish

 R . O . A . R				
	RESPECTUOSOS	ORGANIZADOS	ATENTOS	RESPONSABLES
TODOS LOS	<ul style="list-style-type: none"> • Mantenerse en el nivel 0 o 1 al hablar • Usando palabras amables 	<ul style="list-style-type: none"> • Mantener nuestra escuela limpia • Traer útiles a la escuela 	<ul style="list-style-type: none"> • Mantén manos quietas • Ser un buen oyente 	<ul style="list-style-type: none"> • Listo para aprender • Ser dueños de 

Bullying

Our school believes that all children have an absolute right to be educated in a safe and secure environment and from others who may wish to harm, degrade/put down, or abuse them. There is no justification whatsoever for bullying behavior and it will not be tolerated in any form. Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District

named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinators:

Patrick Wildman
500 E. 15th St., Beardstown, IL
wildmanp@beardstown.com
217-323-3099

Ashley Eckert
500 E. 15th St., Beardstown, IL
eckerta@beardstown.com
217-323-3099

Complaint Managers:

Josh Sorrells
500 E. 15th St., Beardstown, IL
myersb@beardstown.com
217-323-3099

A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

Cyber-Bullying

Cyber bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computer, PDAs, etc) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. Cyber bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the educational process or orderly operation of a school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

Classroom Management

Behavior management begins in the classroom or other school setting. Teachers or other staff in charge will first follow classroom or grade-level management plan. The following table shows the behaviors most often referred to the office (ODR-Office Discipline Referral) and the continuum of potential consequences. The continuum is not inclusive, and administration may assign any appropriate consequences as supported by Board policy. If necessary, safe physical intervention will be used. Laws regarding due process for students will be followed:

Bullying/ and or cyber bullying	<ul style="list-style-type: none"> ● Parent contact ● After School Detention ● In-school suspension (ISS) or Out-of-school suspension (OSS)
Chronic Inappropriate Language (heard or verified by an adult)	<ul style="list-style-type: none"> ● Parent contact ● Apology as appropriate ● Lunch detention ● After School Detention
Threatening/Fighting	<ul style="list-style-type: none"> ● Parent contact ● After School Detention ● ISS (depending on severity) ● OSS (depending on severity)
One-sided Physical Aggression	<ul style="list-style-type: none"> ● Parent contact ● After School Detention ● ISS (depending on severity) ● OSS (depending on severity)
Repeated Non-compliance	<ul style="list-style-type: none"> ● Parent contact ● Apology as appropriate ● Lunch detention ● After School Detention ● ISS (depending on severity)
Stealing/Property Damage	<ul style="list-style-type: none"> ● Teacher/Student/Admin call home ● After School Detention ● Restitution or Community Service
Repeated Disruptive Behavior	<ul style="list-style-type: none"> ● Parent contact ● Apology as appropriate ● Lunch detention ● After School Detention ● ISS (depending on severity) ● OSS (depending on severity)

The School Resource Offices or Law Enforcement may be contacted when the health /safety/well-being of others are in danger or when there is a possible violation of the law.

If a student is suspended or expelled, written notice will be provided to the parent/guardian including due process and method of appeal. The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified appropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion process.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.

- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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

Electronics/Personal Items

- Cell phones, personal CD players, i-pods, or other handheld electronic devices are to be turned off and in back-packs/backpacks or lockers while at school. Students bring these items at their own risk and understand that items brought by students are not covered by district insurance.
- If a cell phone or electronic device is used during the school day, it will be confiscated and a parent or guardian will need to make arrangements to come to school to pick up the item. The item will not be sent home with a sibling, friend, or other individual besides the parent or guardian.
- Students are advised not to bring large amounts of money or valuable possessions to school. Toys or other personal items should not be brought to school unless given permission by staff to do so.
- Cell phones or other personal electronic devices may be used by the owner on the bus. Ear buds or headphones should be used. If the item creates a disturbance or becomes a behavior issue, the privilege may be revoked.

Gross Acts of Misconduct

Such infractions include acts that are dangerous to the safety of the student or others, or damage to property as well as certain criminal acts. These acts are very disruptive to the school environment and will most often result in a removal from the school for a period of time. Police will be contacted when appropriate. These include but are not limited to:

- Possession, use or delivery of cannabis, controlled substances, look alike drugs, non-prescription inhalants, alcohol or drug paraphernalia, tobacco products, e-cigarettes
- Criminal damage to school property (on or off campus). Off campus includes but not limited to school buses and vans or other school equipment
- Criminal damage to or theft of property belonging to school personnel (on or off campus)
- Criminal damage to property of students
- Theft
- Setting a false fire alarm
- Setting a fire, using or possessing fireworks or explosives, or setting off a stink bomb
- Possession of a weapon, look alike or use of any object to produce bodily harm to another. By state law, toy guns are considered weapons and students may be subject to suspension/expulsion for possession at school.
- Open and persistent defiance of the authority of school staff, gross insubordination and/or vulgarity directed at a school employee or volunteer
- Fighting or assaulting another resulting in bodily harm

Search and Seizures

The following guidelines shall apply to all searches and seizures within the school or on school property:

- General inspections of school property, including student desks/lockers, may be held at any time
- In accordance with State Law, School officials may conduct an investigation or require a student to cooperate in

an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

- School authorities may search a student and/or the student's personal effects in the student's possession when there a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. Searches of school property, personal property and/or a student may be conducted. Law enforcement authorities may be involved in a search. Items found that are inappropriate for school will be seized by school authorities and turned over to the proper officials or destroyed.

Weapons

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years: 1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). 2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look alike of any firearm as defined above. The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Residency

Student Enrollment and County Residency

To be enrolled, Community Unit School District #15 students must reside full time in this school district with their natural parent(s) or legal guardian(s). Students and their parent(s)/guardian(s) must be full-time CUSD #15 residents. A resident is defined as an individual who is a full-time occupant of a dwelling located in CUSD#15 and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the school district, but does not reside in the school district, is not considered a resident.

Proof of Residence

Proof of residence is required when a student initially enrolls in a school and whenever a change of residence occurs. District residency must be verified by the office *before* a student will be enrolled at the appropriate attendance center.

- A lease or rental agreement consisting of written evidence that the agreement is valid and current, and a current utility bill (gas, electric, water, home/telephone, or cable). Records must include the name and street address of the parent/guardian, OR
- A current residential property tax statement or deed, and a current utility bill (gas, electric, water, home/telephone, or cable). Records must include the name and street address of the parent/guardian, OR
- A third-person affidavit of residence completed with the school system. The affidavit shall be completed and signed by the parent/guardian, as well as the legal owner or lessor of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides the required proof of

residence, but no longer than the end of the current school year.

Verification of Residency

A school system representative may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full-time.

Students in Transitional Living Arrangements

Students that lack permanent or adequate housing have educational rights to help remove barriers to their educational success. The McKinney-Vento Assistance Act provides these students ability to enroll in school, receive transportation and other available services. If you are in need of referrals or assistance please contact your student's school office.

Special Programs

Art Class

Students will learn the history and language of the Fine Arts. The four Fine Arts are Visual Arts, Drama, Music, and Movement. Classroom activities will include discussing and/or using the sensory elements, organizational principles and expressive qualities of the Fine Arts. Many assignments in this class are designed to complement the core curriculum.

Dual Language Enrichment Program

The Dual Language Enrichment Program is designed to develop students who will speak, listen, read and write in two languages: Spanish and English.

Parents whose children are English speakers or whose children have been assessed as "proficient" in English may choose to start their child at Kindergarten or first semester 1st grade with the opportunity to acquire the Spanish language, while still developing the English language. This is accomplished through teaching the target language through Math, Reading, Science and Social Studies by methods and strategies using the two languages that will allow the child to become bilingual. This program is optional and lasts through the intermediate grades.

Note: If there is a need to make adjustments, due to unforeseen circumstances, regarding the number of students participating in the program, enrollment will be based upon when the pre-enrollment form was submitted to the classroom teacher after the pre-enrollment period has started, typically in February or March.

Kindergarten Program

Gard Elementary provides a full day kindergarten program. If students are unable to attend an all-day program, the parent may request a half day program for their child.

Music Class

Students at Gard Elementary will have fun while learning musical concepts. The Music play curriculum utilizes PowerPoint videos for the songs which capture the student's attention while improving literacy skills. Every lesson incorporates games while meeting state and national music standards for music education. The curriculum uses Kodaly and Orff methodologies. Students are singing, moving, playing instruments and games, creating, listening, responding, learning and performing. They will grow musically, becoming rhythmic, tuneful and artful, as they participate in Music exploration.

Physical Education Class

The elementary physical education curriculum includes health and physical education. Students will learn to develop and apply the skills needed for daily participation in health-related personal fitness and lifetime activities which contribute to habits and attitudes of a healthy lifestyle. Students are encouraged to develop positive attitudes about themselves,

about healthy habits and about physical activity so they will choose to adopt and maintain lifelong health-related fitness. Children also develop creativity, problem-solving, critical thinking and interpersonal communication skills through kinesthetic and personal wellness activities. The physical education curriculum promotes the whole child through health and physical education

Technology Class

The goal in technology is to build foundational skills for technology competency and for the primary grades to develop basic computer skills (K-2). Grades 3-4 will work on the basics and foundational skills, with the intent that their ability levels are higher and the goal is to move these students from “Understanding” to “Applying” and “Analyzing”. Curriculum content includes: Digital Citizenship, Computer Basics, Coding, Robotics, Maker Spaces, and Project Based Learning.

Student Life

Animals/Pets

Students and/or parents are discouraged from bringing pets to school. A new pet is exciting, but allergies and certain children’s fear make it necessary to make this request.

Classroom Assignments

Each spring classroom teachers and the principal will begin compiling class lists for the following school year. All teachers at Gard Elementary are Highly Qualified. Parents may request verification of their child’s classroom teacher’s qualifications. Parent requests for teachers will be accepted during registration; however, due to class size considerations and other criteria, it is not always possible to honor parent requests. New class lists will be posted in August when the principal and secretaries return to school and student enrollment is completed.

Communication

All school personnel, including classroom teachers, will communicate with parents using a variety of methods, including, but not limited to:

- Phone calls
- Handwritten notes
- Email
- Newsletters
- School webpage
- School Reach
- Home visits

Parents should routinely check their child’s book bag for these communications, in addition to accessing the electronic information available.

Conferences

Parent-Teacher conferences are scheduled following the first and third quarters of the school year. We will send more information home as those times get closer about choices for time preference. In the case of blended and/or separated families, we will hold one conference asking all involved to meet to discuss their child’s progress. Conferences may be arranged and/or requested at other times during the school year as necessary and appropriate.

Crisis Plan

Fire and disaster drills are held periodically in accordance with State law. Teachers will review the different types of emergency procedures and assist students in implementing them properly. Students should remember to act quickly and quietly during the drill. Crisis Plans and evacuation routes are on file at Gard Elementary and posted in classrooms.

Daily Schedule

Morning Arrival Schedule

7:50-8:10 AM	Breakfast
7:50AM	Doors open
8:10 AM	Student Day Begins

It is important to note that there is no supervision for students before 7:45 a.m. so students should not arrive before that time.

Gard Elementary School Dismissal Schedule

Regular Dismissal	Early Dismissal	SIP Day Dismissal	
2:45 PM	1:40 PM	11:05 AM	Kindergarten dismissal. All shuttle riders dismissal.
2:50 PM	1:45 PM	11:25 AM	West End Parent Pick Up & Walkers/ Circle Drive
2:55 PM	1:45 PM	11:25 AM	Sibling Pick Up
3:00 PM	2:00 PM	11:35 PM	Country Bus Riders

- Walkers/Bike Riders enter the Front Entry Doors. Students should not be dropped off from vehicles in front of the school or anywhere on 15th Street.
- Vehicle Riders arrive and exit at the West-End Parking lot. Parents must stay in line of traffic to pick up their child. Please do not park and walk to pick-up students as it is dangerous to have pedestrians in the parking lot when vehicles are moving.
- Shuttle bus and rural bus riders arrive and exit through the Front Entry Doors. Only student who live north of Fourth Street, west of Grand Avenue, or east of the railroad tracks, and are in the third grade or below are allowed to ride the shuttle buses.
- Students waiting for siblings from the Middle School/High School go to the big cafeteria. No elementary students are allowed at the Middle School/High School until after its dismissal without permission.
- If parents are walking to pick-up their child after school, students are to exit circle drive doors and parents may wait on the benches. Parents in vehicles cannot use circle drive or park in front of Gard School, which is reserved for parents of Middle School/High School students.

Dress Code

The attire and grooming of students is the responsibility of the students and their parents. However, the school will request notification of student dress and grooming if it is a danger to his/her or other students' safety and health and/or if it causes a substantial (general) disruption in the school.

- Items with alcohol, tobacco, or other drug logos, profanity, or threatening statements or violence are forbidden.
- Athletic shoes are required for physical education and recess. Flip-flops or other slip-on sandals should not be worn for safety reasons and may not be worn during physical education class or recess.
- Items such as bare midriffs, tops with spaghetti straps, halter tops, short shorts, see-through clothing, visible undergarments, baggy pants, pajamas, and shirts slit down the sides are NOT allowed. Student clothing should appropriately cover all parts of the body to avoid material or substantial disruption and to keep attention away from the person wearing the clothing.
- A violation of these rules will result in a student being given appropriate clothing to wear. A student

may also be sent home to change or parents may be called to provide a change of clothing.

- Hats, hoods, and sunglasses should be removed at the time students enter the school building.

Students should avoid wearing expensive coats or clothing to school. Coats will be kept in a designated area and not allowed to be worn in class. Gard Elementary School is not responsible for missing or damaged items. Other items that may cause injury or damage to personal property or school property are not allowed.

Field Trips

Field trips may be taken throughout the year. Parents will be given advance notice in writing of all field trips. If a permission slip is not on file in the office and/or classroom, the student will not be allowed to go on the trip. Student behavior on all trips must meet the expectations of the school. Student misbehavior may result in exclusion from participation in field trips.

Chaperones for field trips will be designated by classroom teachers based on supervision needs and available space. Chaperones may be asked to pay any individual fees related to the field trip. Parents are not allowed to transport children to and/or from a field trip. By law, all students must ride school transportation. Field trip chaperones are asked to supervise a small group of children for safety and behavior, under the direction of the classroom teacher. Teachers will explain rules and guidelines to chaperones prior to the field trip. Chaperones may not bring other children on the field trip.

Food Services

School breakfast and lunch will be served daily. Breakfast is served from 7:50 AM until 8:10 AM at Gard Elementary. Both breakfast and lunch are free to all students that attend.

Invitations and Gifts

If children bring invitations to parties to distribute them at school, the invitations must be for all the boys and/or girls in class and not for just a few close friends. Similarly, cards and gifts from one student to another must NOT be brought to school. The school cannot provide names, addresses, or phone numbers of children attending CUSD #15 schools.

Lost and Found

Any article found by students should be taken to the designated lost and found locations where the owner may claim it. Articles which have not been claimed after a reasonable length of time will be removed from the school.

Notes from Home

Students must have a note signed by a parent or guardian for the following situations.

- Explanation of an absence unless phone contact is made
- Request for a student to leave the school grounds for any reason during school hours
- A request for an extended release from outdoor recess or PE must be accompanied by a doctor's note.

If your child is going home for any other way than usual, a note or phone call by 2:00 is needed. If we are not notified of a change by the parent, we must send the child home on his/her normal route. If children plan to go home with another child, then parents must notify the school.

Textbook Rental

Book rental is due and should be paid when you register your child. Book rental for students at the elementary level is \$90 and may be paid at the school's office. Students who qualify for free and reduced lunches also qualify for a waiver of school fees. A waiver may be filled out.

Telephone

The use of the telephone by students is discouraged except in the cases of emergency. If there are changes in after

school arrangements, please inform the school before noon. Confusion over after school activities, such as scheduled sports events, social arrangements, and/or school materials left at home are not considered emergencies.

Treats

We love to help students celebrate birthdays! Due to an increasing number of students with food allergies, we prefer to be “food free” for birthday celebrations. The teachers each have special ways to help students celebrate a birthday at school. If you would like to help your child celebrate at school, some options are:

- Selecting and purchasing a “Birthday Book” for the library in your child’s honor
- Sending pencils, bookmarks, or other small items for your child to hand out to classmates

Should treats be sent to celebrate a child’s birthday, the items must be store bought and should include dietary and nutritional information on the packaging. Homemade items should not be sent. Treats purchased through local bakeries are not acceptable as proper nutrition/ingredients information is not available. Homemade treats should not be sent.

Visitors

Parents/Guardians are always welcome to visit their child’s classroom during the school year. When visiting a classroom, please make prior arrangements with the teacher and report to the office before visiting the classroom, sign in, and take a visitor’s pass before moving to the classroom. To deliver a message, personal items, books, lunches, etc., please report to the office. Please do not go directly to the classroom.

Student Records

For initial enrollment in an Illinois Public School, an official Birth Certificate, passport, visa, or other governmental documentation of the child’s identity (325 ILCS 50/5) must be presented for copying and inclusion in the student record.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act.

A student’s permanent Record shall consist of:

- Basic identifying information: including students and parents names and addresses, birth date, and parent’s telephone number
- Academic transcript: including grades, grade level achieved, and class rank
- Attendance record
- Accident reports and health record: record of release of permanent record information: and may include honors and awards and information concerning participation in school-sponsored activities or athletics.

A student’s Temporary Record shall consist of:

- A record of release of temporary record information

It may include:

- Family background information; intelligence test scores; aptitude test scores; achievement test results; home language survey; or other information of relevance to the education of students.
- For Special Education students, it would also contain the special education records.

Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.
The degree of access a student has to his or her records depends on the student’s age.

Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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 permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical

reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.² Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released

without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. 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:
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Director 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 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.

For further information, a complete copy of the rules covering School Student Records is on file in the office or in the board office.

Testing

English Language Proficiency Assessment (ACCESS)

ACCESS for ELL's® is an assessment to measure an English Learner's (EL) progress in the acquisition of English. The test is administered once a year, usually in January and February. ACCESS measures Speaking, Listening, Reading and Writing proficiency in English. A student will be measured using a scoring system of 1- just learning English to 6- a near native English literate student. If a EL achieves a 4.8 overall (all four areas) student is considered proficient. These scores aid educators in placement of students for proper language services.

Illinois State Testing - Illinois Assessment of Readiness (IAR)

At this time, there will be one testing window and will be administered to grades 3 & 4. Changes in testing requirements will follow ISBE guidelines.

Transportation

Buses

Students and parents need to be familiar with the rules and regulations for bus transportation since the safety and welfare of all is an important concern in CUSD #15. Students who are transported by bus are expected to be courteous to fellow students, the bus driver, the bus monitor, and/or supervisor.

The bus driver is in charge of all students on the bus with authority similar to the authority of a teacher in the classroom. The right of students to ride the bus is related to their good behavior and observance of rules and regulations. Safety demands complete cooperation. It is the duty of the driver to notify the transportation director and principal in writing

when students do not conduct themselves properly on the bus. The school administrator may forbid such students the privilege of riding the bus. In addition to the rules listed below, all rules, regulations, and consequences apply to riding the school bus.

Each CUSD #15 school bus is equipped with a camera that makes a videotape of student behavior. The purpose of this monitoring is to limit misbehavior on the bus and to provide safe bus transportation for all students. Should a student problem occur on the bus, the transportation director and/or principal may view the videotape to determine the cause(s) of the problem. Due to student privacy issues only authorized school personnel may view the videotape. While students are on the bus, they are under the supervision of the bus driver. The school code does permit the school to take appropriate disciplinary action for bus misconduct. Minor acts of misconduct that are reported by the bus driver on a bus referral will result in student consequences. Any flagrant rule infraction may result in an immediate bus suspension and/or school suspension from 1 to 10 days. Students will be given the opportunity to explain behavior. Parents will be immediately notified, and a letter will be sent explaining the reason for the removal from the bus and the right of the parent to appeal.

Weather/ Emergency Conditions

When snow or other emergency conditions force either the cancellation or early dismissal of school, notice will be given as early as possible through a School Reach message. It is critically important that a current emergency number be listed for each child in the office. Notice will also be given on Television stations WICS (Channel 20-Springfield), WGEM (Channel 10-Quincy), and KHQA (Channel 7-Quincy); and Radio stations WRMS (94.3 FM), WIBI (91.1 FM), WIUM (91.3 FM), WIUW (89.5 FM) WEAI/WLDS, and WJIL/WJVO. Each student should know in advance where to go in case of early dismissal. If there are special arrangements, the classroom teacher should be made aware of the change in the child's routine.

Children will go outside for all recesses when the combined temperature and wind chill is 20 degrees or above unless it is raining, hailing, lightning, or snowing. If the conditions are favorable for immediate thunderstorms or tornadoes, the students may also be kept indoors. If the wind chill drops below 20 degrees recess will be held indoors, and if the heat index rises above 95 degrees, recess may be held indoors.

Please remember to send coats, gloves, and hats to school with your children every day throughout the winter months. It is in the student's best interest to have these items at school at all times so that they may be used to keep them warm and dry or to prevent sickness.

APPENDIX

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Asbestos Policy/ Pesticide Notification

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States EPA that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found at Gard Elementary School. Any evidence of disturbance or change in condition will be documented in the management plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of the building occupants.

Asbestos Program Coordinator:
IDEAL Environmental
2904 Tractor Lane
Bloomington, Illinois 61704
800-535-0964

CUSD #15 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and, as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Board Office if you wish to be added to the registry.

Children's Online Privacy Protection

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a cellular device or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to pre-selected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smart phone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smart phone use whenever and wherever possible.

For more information on the Children’s Online Privacy Protection Act, please see the following links:

www.ftc.gov/opa/2012/12/kidsapp.shtm

www.ftc.gov/opa/reporter/privacy/coppa.shtml

Equal Opportunity Statement

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student’s parent/guardian
- Mental or psychological problems of the student or the student’s family
- Behavior or attitudes about sex
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals or other individuals with whom students have close relationships
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, or ministers
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Internet and Computer Use Policy

On line computers and internet access is provided at Gard Elementary School to enhance the curriculum-related educational experiences of its students and its use is limited to such purposes. Students misusing computer resources for personal entertainment unrelated to course activity or otherwise contrary to this policy may be subject to punishment in accordance with the Computer Resource Discipline Policy and general District Discipline Policy. Punishment may include denial of all computer access for a period of time up to six weeks as determined by appropriate District personnel in accordance with rules and policies. In the event of repeated misuse or misuse in direct disobedience of the direction of a teacher or administrator, punishment may include suspension or expulsion in accordance with District Policy.

Use of District computers and internet access is limited to the access, service providers, and accounts provided for

students' use. In order to monitor student computer and internet use while on District computers, District staff may monitor, copy, preview, or read any email sent or received by students, programs used, data uploaded, downloaded, copied or stored, internet sites or data viewed and logs or records of student usage. Therefore, such information may not be assumed by students to be private and all such data viewed, used, entered, uploaded, copied or printed on District computers shall be considered District property. In order to prevent harm to the District's computer resources or potential expense to the District, students shall not order subscriptions, make purchases, upload or download data, install data or programs to a hard drive, alter any system settings, install programs or files, or the contents of any web page without prior approval from an instructor.

Contact with sites on the internet that are not related to the student's coursework must be terminated immediately, without opening the site or waiting for the site to open fully.

Internet and Computer Use Resources Discipline Policy

Computer resources at the Beardstown Community Unit School District #15 are a limited special resource, which requires that extra care be taken to protect the integrity of the system so that it remains available for use by authorized students. For that reason, in addition to the general Discipline Policy, the following disciplinary actions may be applied for violations of the Internet and Computer Use Policy:

1. First Offense (Verbal Warning): Students will lose access to computers for up to five (5) days—parents will be notified.
2. Second Offense: Loss of break privileges for five (5) days and students will lose access to computers for ten (10) days—parents will be notified.
3. Third Offense: Loss of Lab/Computer privileges for remainder of the semester or the year, whichever is longer—parents will be notified.
4. Depending upon the severity of the rules violation, district administration reserves the right to bypass steps in this process as deemed necessary and appropriate.

Furthermore, in the event of repeated violations or misuse in direct disobedience of District staff, disciplinary actions may include suspension or expulsion in accordance with District Policy.

Medicaid Parental Consent Written Notification

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

- That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
- That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
- That health-related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
- That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

Sexual Harassment Policy (Students)

The Community Unit School District #15 believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, our schools shall not tolerate sexual harassment of students by other students, or by employees of Community Unit School District #15. Students will receive instruction about recognizing, avoiding, and reporting sexual

abuse.

Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

A person who wishes to make a report under the Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

Title IX Coordinators:

Patrick Wildman
500 E. 15th St., Beardstown, IL
wildmanp@beardstown.com
217-323-3099

Ashley Eckert
500 E. 15th St., Beardstown, IL
eckerta@beardstown.com
217-323-3099

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

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

Sex Equity Grievance Procedure

Beardstown Community School District #15 ensures that equal educational and extracurricular opportunities are offered to all students. No pupil in the district is excluded from or segregated within any school on account of his or her color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless. Sexual discrimination, intimidation, and harassment are against school policy and will not be tolerated in the Beardstown School District.

The board of education has adopted an equal educational opportunities policy statement, established a uniform grievance procedure, and notified students, parents, employees, and the community of these. Questions in reference to equal opportunities or sexual discrimination may be directed to the building principal at Beardstown MS/HS or Gard Elementary School, located in Beardstown, Illinois.

1. A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint

with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s).

2. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.
3. Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.
4. Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.
5. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information.
6. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

NOTICE: The complaint and identity of the Complainant will not be disclosed except: 1) as required by law or Board policy, 2) as necessary to fully investigate the complaint, or 3) as authorized by the Complainant. The Complainant shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

Nondiscrimination Coordinators:

Patrick Wildman
500 E. 15th St., Beardstown, IL
wildmanp@beardstown.com
217-323-3099

Ashley Eckert
500 E. 15th St., Beardstown, IL
eckerta@beardstown.com
217-323-3099

Complaint Managers:

Josh Sorrells
500 E. 15th St., Beardstown, IL
sorrellsj@beardstown.com
217-323-3099

Lori Young
500 E. 15th St., Beardstown, IL
youngl@beardstown.com
217-323-1364

Sex Offender and Violent Offender Community Notification Law

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>. State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child/ children:

- To attend a conference at the school with school personnel to discuss the progress of their child academically or socially.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property—including the three reasons above—he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Suicide Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

DHS SASS

SASS provides intensive mental health services for youth experiencing a mental health crisis.

SASS services are available by calling the Crisis and Referral Entry Services (CARES) line.

(800) 345-9049

(773) 523-4504 (TTY)

National Suicide Prevention Lifeline- <https://suicidepreventionlifeline.org/>

The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress, and prevention and crisis resources.

Chat counselors are also available 24/7 via the Lifeline Chat program on the Lifeline’s website.

Three Digit Dialing Code: 988

(800) 273-8255

(888) 628-9454 (Spanish)

(800) 273-8255 (TTY)

The Crisis Text Line- crisistextline.org

Text HOME to 741741 to reach a volunteer Crisis Counselor any time. A live, trained Crisis Counselor receives the text and responds from a secure online platform.

Volunteer Crisis Counselors are available to message on WhatsApp (Crisis Text Line)

Safe2Help Illinois helpline-<https://www.safe2helpil.com>

Safe2Help Illinois offers students a *safe, confidential* way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety.

Call 800-273-8255- available 24/7

Text SAFE2 to 72332 to reach a trained staff member

Email: HELP@Safe2HelpIL.com

Cass County Mental Health Association

Provides information, assessments, and referrals regarding mental health and mental illness.

121 E 2nd St

Beardstown, IL 62618

Phone: (217) 323-2980

After hour Crisis Number: (217) 323-2980

The Trevor Project-<https://www.thetrevorproject.org>

A support site for Lesbian, Gay, Bisexual, Transgender, or Queer youth who are experiencing depression or suicidal thoughts.

Connect to a crisis counselor 24/7, 365 days a year by:

Texting START to 678-678

Calling 1-866-488-7386

Starting a Chat on the Trevor Project website ([thetrevorproject.org/get-help/](https://www.thetrevorproject.org/get-help/)).

PARENT/GUARDIAN/STUDENT SIGNATURE SHEET

GARD ELEMENTARY SCHOOL
STUDENT HANDBOOK 2018 - 2019

Please read the entire handbook and discuss with your child the important points that they will need to be aware of throughout the year. We appreciate you taking time with your child to become familiar with the information in this book.

I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Printed Name: _____

Student Signature: _____

School: _____

Class: _____

Date: _____

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature*: _____

Date: _____

****I have been given access to a copy of the handbook and understood that these are the policies and expectations for Gard Elementary School.***