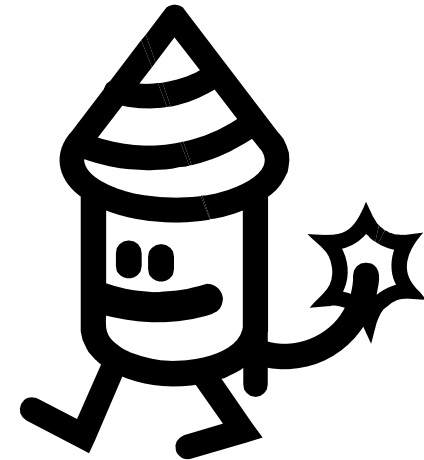


Rockridge Elementary Handbook 2006 - 2007



Web Site Address

www.rockridge.k12.il.us

Andalusia
798-2424

Illinois City
791-0518

Reynolds
372-8822

Taylor Ridge
798-2183

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INTRODUCTION

Welcome to Rockridge Elementary Schools. Our goal is to provide the best educational opportunities possible for those students attending our school. The education the students receive here will be the basic building blocks for a lifetime of learning. We strive to provide an educational program which will allow students to develop self-worth, self-respect and self-discipline. Emphasis will be placed on honesty, fair play, good manners, kindness and self-control. In providing this educational program, we will strive to develop an atmosphere in which the students feel safe and secure. Therefore, rules and procedures have been established for the benefit of our students.

For your child to have a good educational foundation from which he/she can develop academically, physically and socially, your support and help is necessary. The success of a student at Rockridge Elementary Schools can be greatly affected by two factors; **regular attendance and parent involvement**. We welcome your assistance in helping us provide the best education possible for your child. **Please become involved in your child's education and school.**

**ROCKRIDGE SCHOOL OFFICIALS
BOARD OF EDUCATION**

Tim Keller..... President
Russ Scott.....Vice President
Janet Flaherty..... Secretary
Tracy Bayne..... Member
Pamela Hammitt.....Member
Dan Neneman..... Member
Bill Woods..... Member

ADMINISTRATION

Jack Bambrick..... Superintendent
Cathy Rogers.....Andalusia Principal
Scott Striegel.....Illinois City Principal
Tina Sims..... Taylor Ridge/Reynolds Principal

ROCKRIDGE CUSD #300 MISSION STATEMENT

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

ANDALUSIA FACULTY AND STAFF

Cathy Rogers.....Principal
Debbie Mueller..... Kindergarten
Erin Magee..... First Grade
Teri Peschang..... Second Grade
Wendy Buckrop..... Third Grade
Angie Aten..... Fourth Grade
Katie Voss..... Fifth Grade
Kim Meyer..... Sixth Grade
Kristina Schwigen..... Reading Recovery/Title I
Winsome Hudson-Bingham... Resource Room Teacher
Janet Griffith.....ECE
Mary Nichols.....Pre-K At Risk
Abby McAlister.....Pre-K At Risk
Trina Clementz Music
Theresa Hupp..... Band
Dawn Huffstutler..... Art
Lucinda Parchert..... Physical Education
Lisa Bower.....Speech/Language Pathologist
Michelle Terrill.....Secretary
Lisa Beckwith.....Special Ed Secretary
Bryan Rossi.....Building Aide
Lori Mier..... Kindergarten Aide
Glenna McGinnisResource Room Aide
Janice Workman..... Pre-K Teacher Aide
Sue Thirtyacre.....Pre-K Teacher Aide
Angie Strong.....ECE Aide
Linda Hampton.....Head Cook
Tammy Carlson..... Cook
Jennifer David.....Custodian
Kay Amy.....School Nurse

ILLINOIS CITY FACULTY AND STAFF

Scott Striegel.....Principal
Linda Coulter..... Kindergarten
Amy Robinson..... First Grade
Melanie Mueller..... Second Grade
Connie White..... Third Grade
Lori Frakes..... Fourth Grade
Kathy Gierlus.....Fifth Grade
Becky Riess... ..Sixth Grade
Sara Casey.....Resource/Reading Recovery
Chrissy Busard..... Resource
Christina Carius..... Music
Theresa Hupp..... Band
Dawn Huffstutler..... Art
Lucinda Parchert.....Physical Education
Lisa Bower.....Speech/Language Pathologist
Carolyn Mueller..... Secretary
Karen Fuhr....., Building Aide
Liane Freyermuth..... Teacher Aide
Wendy Fry.....Teacher Aide
Laurie Danner..... Teacher Aide
Anita Sedam.....Teacher Aide
Sally Goode..... Head Cook
Paula Nitz.....Cook
Lori Barber.....Kitchen Helper
Kelly Preston.....Custodian
Kay Amy.....School Nurse

REYNOLDS FACULTY AND STAFF

Tina Sims.....Taylor Ridge/Reynolds Principal
Brenda Marple.....Kindergarten
Karen Ide.....Fourth Grade
Mary Knox.....Fourth Grade
Gina Rowe.....Fifth Grade
Pam Whittington.....Fifth Grade
Jim Nichols.....Sixth Grade
Lisa Williams.....Sixth Grade
Julie Gaedy..... Title I/Resource Room
Lorri Lund.....Resource Room
Trina Clementz..... Music
Theresa Hupp..... Band
Dawn Huffstutler..... Art
Lucinda Parchert.....Physical Education
Veronica Schroeder.....Speech/Language Pathologist
Nancy Huffman.....Secretary
Colleen Bestian.....Building Aide
Annie JerzykKindergarten Aide
Bonnie Curry.....Resource Room Aide
Candy Rudsell.....Head Cook
Kitty Miller.....Cook
Julie Madison.....Kitchen Helper
Sharon Bledsoe.....Custodian
Kay Amy.....School Nurse

TAYLOR RIDGE FACULTY AND STAFF

Tina Sims.....Taylor Ridge/Reynolds Principal
Paula Yung.....Kindergarten
Jo Hoscheidt.....First Grade
Mary Thorpe.....First Grade
Elizabeth Bulat.....Second Grade
Sarah Schimmel.....Second Grade
Jenny Hamann.....Third Grade
Naomi Zwicker.....Third Grade
Tricia Sours.....Reading Recovery/Title I
Linda Conner.....Resource Room Teacher
Trina Clementz.....Music
Dawn Huffstutler.....Art
Lucinda Parchert.....Physical Education
Veronica Schroeder.....Speech/Language Pathologist
Lisa Weinert.....Secretary
Val Zeitler.....Building Aide
Cara Kadel.....Kindergarten Aide
Margot Hary..... Aide
Mary Ann Bestian.....Head Cook
Sandy Larrison.....Cook
Roger Bledsoe.....Custodian
Kay Amy.....School Nurse

STUDENT SERVICES

LUNCH/BREAKFAST/MILK

The following meal ticket purchase plans are available for your child:

| | | |
|-------------------|----------|---------|
| Lunch | 5 days | \$ 7.50 |
| | 20 days | \$30.00 |
| Breakfast | 5 days | \$ 5.00 |
| | 20 days | \$20.00 |
| Lunch Milk | 10 days | \$ 2.50 |
| (Cold lunches) | | |
| Break Milk | Semester | \$22.00 |
| | Year | \$44.00 |

Please be advised:

1. Break milk will be sold by semester or year **only**. There will be **no refunds** for absences.
2. Charges for lunches will not be allowed except in cases of emergency. A peanut butter sandwich will be provided when a child has not paid for lunch.
3. All meal tickets will be kept with the child's teacher.

Please send your child's meal ticket money in an envelope marked with his/her name, grade, teacher's name, which tickets you wish to buy, and the amount of money enclosed.

EXAMPLE:

| | |
|-------------------------------|----------------|
| JOHN JONES | |
| MR. SMITH -- 6TH GRADE | |
| 5 day hot lunch ticket | \$ 7.50 |
| 5 day breakfast ticket | 5.00 |
| 10 day lunch milk ticket | <u>2.50</u> |
| Total | \$15.00 |

Free and Reduced Lunch applications are available from the Principal.

2006-2007 SCHOOL CALENDAR

| | |
|-----------|---|
| August | 17-18.....Teacher Institute - No School 21....1st Student Attendance Day - 11:15 dismissal 22.....1st Full Day of Attendance |
| September | 4.....Labor Day - No School 13.....School Improvement Day - 11:15 dismissal 25-29.....Iowa Test of Basic Skills Testing |
| October | 9.....Columbus Day - No School 20.....End of First Grading Period |
| November | 1.....Teacher Institute - No School 2-3Parent Teacher Conferences - No School 22.....Early Dismissal - 1:15 23-24.....Thanksgiving Break - No School |
| December | 20.....Early Dismissal - 1:15 21-Jan. 3.....Holiday Break - No School |
| January | 12.....End of First Semester 15.....M.L. King's Birthday - No School |
| February | 14.....School Improvement Day - 11:15 Dismissal 19.....Presidents' Day - No School |
| March | 5.....Casimir Pulaski Day - No School 12-23.....ISAT Testing 16.....End of Third Grading Period |
| April | 2-9.....Spring Break—No School 24.....School Improvement Day - 11:15 Dismissal |
| May | 25.....Teacher Institute (tentative) 28.....Memorial Day - No School 29.....Last Day of School (tentative) |
| June | 30,31,June 1,4,5.....Emergency Days 3.....High School Graduation |

SCHOOL REGULATIONS

ENTRANCE REQUIREMENTS: AGE

In accordance with the Illinois School Code, a child may enroll in kindergarten if he/she will be 5 years of age on or before September 1. A child must be enrolled in school by their 7th birthday.

SCHOOL HOURS

School hours are 8:15 a.m. to 3:15 p.m. Students who walk to school or are dropped off should not arrive before 7:45 a.m.

VISITING SCHOOL

All visitors are requested to stop at the office upon entering the school and sign in. Visitors must wear visitor badges

INSURANCE

Optional eight (8) or twenty-four (24) hour insurance coverage will be offered by the Guarantee Trust and Life Insurance Company. Forms are available in the school office.

TELEPHONE

Students must have the permission of a staff member before using the telephone. The use of the telephone will be limited to emergencies.

CELL PHONES

Students may have cell phones in their book bags, but they must be turned off during school hours.

LEAVING SCHOOL EARLY

If your child must leave school early, please send an explanatory note to the teacher. We must have your permission before a child is picked up by a friend or relative.

TEXTBOOKS

Students who willfully destroy or damage school textbooks, library books or other school property will be assessed an appropriate amount to cover the replacement cost.

STUDENT FEE WAIVER POLICY

A student whose family qualifies for free or reduced lunches may be eligible for a waiver of student fees. Forms may be obtained at any of the administrative offices.

LOST AND FOUND

If your child is missing any personal items, he/she should check the lost and found box. If an item of value is lost, have your child check with school personnel. Items of greater value are not placed in the lost and found box, but are kept in a secure place.

LABELING OF PERSONAL ITEMS

All outer garments and school supplies should be labeled with permanent marker for easy identification.

ELECTRONIC EQUIPMENT - Use of Electronic equipment (including games, laser pointers, video cameras, tape recorders, radios, miniature TVs and whatever the future may bring) is not allowed on school property except when school owned and at the direction of the faculty.

STUDENTS LEAVING SCHOOL - Students must leave the school grounds after school, and they may not return to the playground area until 4:00 p.m.

INTRADISTRICT FIELD TRIPS

The Rockridge School District reserves the right to take students on field trips within the district without parental permission slips. Examples of these field trips are: visiting artists, band practice and performances, holiday program practices, etc. The times, dates and location of these events will be listed on school menus or calendars.

**EXTRA CURRICULAR AFTER SCHOOL
ELIGIBILITY REQUIREMENTS**

The Rockridge School Board of Education has passed a no pass/no play policy. This policy does affect the elementary school students. The elementary schools work with the sports associations regarding this policy.

NOTICE TO DIVORCED PARENTS

Copies of all correspondence and reports (reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school initiated Parent/Teacher conferences, notices of major school sponsored events such as Open Houses which involve student/parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail **when they are requested** by either parent, unless there is a court order to the contrary.

COMPLIANCE STATEMENT

All vocational, educational and employment opportunities are offered without regard to race, color, national, origin, sex or handicap condition. The Rockridge School District coordinator for the Section 504/Title IX compliance activities is Mrs. Cathy Rogers, Principal at Andalusia Elementary School (798-2424).

HEALTH AND SAFETY

HEALTH EXAMINATION AND IMMUNIZATIONS

In accordance with the Illinois School Code, a child entering school for the first time, 5th grade, 9th grade or from out-of-state, must have a physical examination and required immunization shots.

DENTAL EXAMINATIONS

The state of Illinois requires students in Kindergarten, 2nd, and 6th grade to have a dental examination on file.

FIRST AID

Basic first aid is administered to students by school personnel for minor cuts, scrapes and bruises. Parents will be notified when serious medical attention is required. Parents are reminded to keep the school updated with current home, work and emergency telephone numbers in order that they may be contacted for medical or other emergency reasons.

MEDICATIONS

Medications are administered to students only upon the written directions (prescriptions) of a physician. Forms may be obtained at the school office. All medication sent to the school must be appropriately labeled with the child's name, physician's name and proper dosage marked.

ASBESTOS MANAGEMENT -- Rockridge CUSD has an asbestos management plan consistent with regulations listed in the Asbestos Hazard Emergency Response Act. This plan is available at any district administrative office.

EMERGENCY SCHOOL CLOSINGS

Inclement weather conditions or building emergencies sometimes make it necessary to close the schools for the day or to dismiss early. This would include days when it is extremely hot. The superintendent of schools will notify the following local radio and TV stations of school closings, delayed starting times or early dismissals:

WOC.....1420AM
KUUL.....103.7FM
WLLR.....101.3FM
WRMJ.....102.3FM
KLMH.....99.6FM
KMXG.....96.1FM
KCQQ.....106.5FM
WHBF.....Channel 4
KWQC.....Channel 6
WQAD.....Channel 8

ACADEMICS

REPORTING PUPIL PROGRESS

Student report cards are sent home the Friday following the end of the nine-week grading periods. The nine-week grading periods are indicated on the **School Calendar** in the front of this handbook.

ELEMENTARY GRADING SCALE

| | | |
|--------------|--------------------|-------------|
| 93-100.....A | 85-92.....B | 76-84.....C |
| 65-75.....D | 64 and below.....F | |

HONOR ROLL

Each elementary school will post a quarterly honor roll. Minimum honor roll requirements are four A's and two B's earned for core curriculum classes. Note: Music, Art and P.E. are not included in core curriculum classes.

PARENT/TEACHER CONFERENCES

The Rockridge School District has assigned two days the first week in November as the official Parent/Teacher conference days. If you have concerns about your child's progress, contact your child's teacher and set up a conference any time during the school year. The teacher may also contact you regarding a conference if he/she has concerns about your child's progress.

PROMOTION/RETENTION POLICY

In determining placement, promotion or retention, the best interest of the child shall be considered. The school will not only consider the child's academic achievement and needs, but also his age, social and emotional maturity, and the wishes of the parents. Pupils may be retained at any grade, but it is generally felt that retention will be most effective in the primary (K-3) grades. No teacher may retain a pupil without the principal's approval. Parental approval concerning retention will be sought, but is not required. Parents will be kept informed during the year of their child's progress. Parents' cooperation will be sought in assisting the child to improve his performance. The following steps are recommended prior to the decision to retain:

1. First grading period -- grade card, conference and other evidence indicating unacceptable class work
2. End of semester -- evidence of unacceptable work is to be shared with parents during a conference. Notice of potential retention is to be in writing to parents.

3. End of third grading period -- a letter will be sent to the parents indicating probable retention. This may be followed with a conference between the parents/child/teacher/principal.
4. Twenty school days before the end of school, a firm decision is to be made and transmitted by letter to the parents and student.

NOTE: Students entering Rockridge schools during the school year will be evaluated as soon as possible. The decision on grade placement and to promote/retain will be based on incoming records and the performance of the student during his/her attendance at Rockridge schools.

SPECIAL EDUCATION and 504

SPECIAL EDUCATION

Rockridge School District #300 provides a full range of special education services and programs to meet the educational needs of exceptional students. The district ensures that the same array of academic, nonacademic, physical education, and extracurricular activity services are available to students with disabilities as are available to the non-disabled. If you have questions regarding the referral process, please contact the building principal or your child's teacher. Programs are developed to supplement, support, modify or replace the regular program. The special education services include: Autistic, Behavior Disordered, Early Childhood Education, Mentally Impaired, Learning Disabled and Speech and Language Impaired. For further information regarding special education programs, contact the building principal or Mrs. Cathy Rogers, Special Education Coordinator for Rockridge #300 at 798-2424.

504 PLANS

If your child has physical or health impairment needs that require special accommodations, contact your building principal. A 504 plan can be written to accommodate those needs.

ATTENDANCE

ABSENTEE PROCEDURES

Please call the school by 9:00 a.m. each day your child is not in attendance. Regular attendance is necessary for good test scores, keeping up with homework, and achieving the best possible grades. Please insist on regular school attendance.

EXCESSIVE ABSENTEEISM

After a student has been absent for 18 days (10% of the school year), a notice of excessive absenteeism will be sent to parents/guardians. For each additional day of absence, a doctor's excuse will be required for the absence to be considered as excused.

STUDENT APPEARANCE

Rockridge students should dress appropriately for all school activities. Parental concern for their child's appearance will aid in maintaining a high standard of educational atmosphere at Rockridge Schools. Any form of personal appearance that causes a disruption or is offensive to school officials will not be permitted. Students and parents will be notified if the following items are worn:

- √ Items with offensive references to gender, race, national origin, culture or religion are not acceptable. Any references to sex, alcohol, tobacco or drugs are prohibited.
- √ Boys' and girls' tops are considered too short if there is any part of the abdomen exposed while in a normal standing position.
- √ Backless, strapless, and spaghetti strap tops are not to be worn.
- √ Shorts are considered too short if they are shorter than the palms of the student's hands when at their side.
- √ Dress that is inappropriate for the weather.
- √ Backless shoes or skateboarding shoes are not allowed for P.E. On P.E. days, tennis shoes that tie, zip, or velcro must be worn.
- √ Hats are not to be worn in the school building.

STUDENT CONDUCT

ROCKRIDGE DISTRICT DISCIPLINE POLICY

The maintenance of good discipline is essential to the education process and is a joint responsibility of the home and school. Therefore, the home will be involved in the disciplinary process as early as indicated in the policy.

The individual student must adjust his/her behavior to the standards of the school and must not hinder the education of other students. Each student has the responsibility to know and abide by school regulations. Unacceptable behavior infringes on the right of others to learn, therefore appropriate discipline will be maintained. Behavior which conflicts with the educational atmosphere and environment or which is antagonistic to the welfare of other students and/or staff, will not be tolerated. Teachers have the right to remove a student from the classroom for disruptive behavior.

Authorized Disciplinary Actions

1. Teacher action: removal from classroom and/or assigned detention(s) within the classroom
2. Parental contact -- by teacher
3. Intervention by the principal
4. Conference with parents, teacher, principal and student
5. Suspension/expulsion -- Illinois School Code

ELEMENTARY DISCIPLINE POLICY

BUILDING RULES FOR STUDENTS

1. Respect the rights and property of others.
2. Behave in a safe manner at all times.
3. Show courteous and appropriate behavior toward adults and fellow classmates.
4. Follow all directions the first time they are given.

CONSEQUENCES

- | | |
|------------|---|
| 1st | One day of recess detention |
| 2nd | Telephone call home with two detentions |
| 3rd | Telephone call home with one after school detention |
| 4th | Telephone call home with two after school detentions |
| 5th | Telephone call home with 1/2 day in-school detention/suspension |
| 6th | Telephone call home with one day in-school suspension |
| 7th | Telephone call home with one day out-of-school suspension |

The child may have his/her head down or stand during the detentions or suspension. Detentions and suspension may be no work allowed.

MAJOR OFFENSE CLAUSE

When there is gross disobedience, fighting, swearing/profanity, vandalism, stealing or injury to others, this is considered a major offense. The child will be removed from the playground or classroom and the principal will determine the consequences.

HARASSMENT OF STUDENTS IS PROHIBITED

No person, including a district employee, agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. The educational environment applies to all academic programs and extra-curricular activities, including school-sponsored events away from school. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the following provisions on sexual harassment. The superintendent shall use reasonable measures to inform staff members and students that the district will not tolerate harassment.

SEXUAL HARASSMENT IS PROHIBITED

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such affecting a student.

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

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

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Associate Building Principal for appropriate action.

The Superintendent shall appoint the District's current Nondiscrimination Coordinator and Complaint Manager. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Jack Bambrick
14110-134 Ave. W.
Taylor Ridge, IL 61284
309/795-1167

Complaint Managers:

| | |
|------------------------|---------------------|
| Jack Bambrick | Tina Sims |
| 14110-134 Ave. W. | Reynolds Elementary |
| Taylor Ridge, IL 61284 | Reynolds, IL 61279 |
| 309/795-1167 | 309/372-8822 |

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

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

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for education-ally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of the grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School 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 School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional

information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Jack Bambrick
14110-134 Avenue W.
Taylor Ridge, IL 61284
309/795-1167

Tina Sims
Reynolds Grade School
Reynolds, IL 61279
309/372-8822

SEXUAL HARASSMENT/SEX EQUITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Students who believe they are victims of sexual harassment/sex inequities are encouraged to discuss the matter with the building principal. Also, the school shall give 5 days advanced notice before offering instruction in sexual content or sexual materials