

# **Georgetowne Middle School**

## **Home of the Tigers**

### **Mission Statement**

Georgetowne Middle School is dedicated to meeting the intellectual, social, emotional, and physical needs of individual students to prepare them for advanced studies at subsequent levels by emphasizing self-responsibility, self-motivation, and communication among home, school, and students to facilitate the educational process.

### **School Colors and Mascot**

School Colors are Black & Orange. School Mascot is Tigers

### **Our School Slogan**

Georgetowne Middle School – Home of the Tigers!

### **School Motto**

Georgetowne Middle School – Where all do their best!!

### **District Website Address**

[www.dist102.org](http://www.dist102.org)

### **District Address**

51 Yates Rd.  
Marquette Heights, IL  
61554

### **Phone Numbers**

School Office – 309-382-3456  
District Office – 309-382-2172  
Attendance Line – 309-382-3457



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## **Section I. General School Information**

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 [www.dist102.org](http://www.dist102.org) or at the Board office, located at:

51 Yates Rd.  
Marquette Heights, 61554

**The School Board governs the school district, and is elected by the community. Current School Board members are:**

Keith Knox, President  
Scott Buhl, Vice-President  
Andrew Shockley, Secretary  
Mike Therry, Member  
Matt Tisdale, Member  
Danielle Stanley, Member  
Ryan Williams, Member

**The School Board has hired the following administrative staff to operate the school:**

Mrs. Jennifer Lindsay, Superintendent

Mr. Tom Brown, Principal

**The school is located and may be contacted at:**

51 Yates Rd.  
Marquette Heights, 61554  
(309) 382-3456  
(309) 382-2122 fax

### **Hours:**

Breakfast 7:15am-7:35am  
1st Bell 7:35am  
Tardy Bell 7:40am  
Dismissal 2:40pm

## **School Operations During a Pandemic or Other Health Emergency**

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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.

### **Visitors**

The main entrance at GMS is secured by an electronic locking mechanism. Visitors to GMS are asked to push the button on the keypad and identify themselves to office personnel so they can be allowed to enter the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves with a photo ID and inform office personnel of their reason for being at school.

Visitors must sign in, identifying themselves with a photo ID, note, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Mr. Tom Brown, Principal.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student, or other individual with a documented disability, or police K-9 unit. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **Treats & Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **Emergency School Closings**

In the event that bad weather causes school to close an automated messaging system will be used to notify parents. In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early

for an emergency, a decision on whether after school activities will soon be made and notifications will go out accordingly.

### **Video Monitoring Systems**

A video monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **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.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 309-382-3456. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.



## **Suicide and Depression Awareness and 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.

## **Section II. Attendance, Promotion, & Graduation**

### **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.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, 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, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 382-3456 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Definitions as to what constitutes a student receiving credit for a full day of attendance, half-day and no credit are as follows:

300 minutes or more – Full day of attendance

150-299 minutes – ½ day of attendance

Less than 150 minutes – No credit

These times are not to include passing time or lunch.

The school may require documentation explaining the reason for the student's absence.

Student absentee procedures:

1. PARENTS MUST CALL to report the absence before 9:00 am on the day of the absence. If assignments are requested for the absence, it must be requested by 9:00 am as well. Failure to make parent/guardian contact may result in an unexcused absence. A voice mailbox (382-3457) is available for leaving messages pertaining to student absences.
2. Make-up work may be requested in advance for a planned absence. Up to 24 hours notice is necessary for non-illness absence. If homework is requested prior to a non-illness absence, the homework must be completed upon the student's return.
3. The student is responsible for asking for make-up assignments upon returning to school. One day is allowed for each day missed unless special circumstances exist.
4. After three consecutive days of absence, medical documentation is required in order for the absence to be excused. Additionally, after ten absences throughout the year, medical documentation for each additional absence will be required in order to consider the absence excused.
5. If a student reaches seventeen days of absence, either excused or unexcused, or a combination thereof, they will be considered to have chronic attendance issues. Students who miss more than 1% (2 days) but less than 5% (9 days) of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. In both cases the student's name will be turned into the Regional Office of Education.
6. Students with unexcused absences will be responsible for completing missed assignments. Credit, however, for such work will be at 80% of the earned value.

7. If an appointment must interrupt the school day, the PARENT MUST write a note supplying the date, time of appointment, the name and phone number of the doctor/dentist. Students must sign out in the office before leaving the building and sign in upon their return.

### **Tardiness/Late to School**

A student is considered tardy if they are not in the expected classroom in the teacher assigned seat with books and appropriate supplies when the class bell rings. After the first hour period, classroom tardiness is handled for the most part by the classroom teacher. A student who is late to school shall report directly to the office.

He/she will be assigned an excused or unexcused tardy slip. Tardies are monitored on a semester basis and the following consequences will apply:

2 = Parent Warning Letter

3-8 = lunch detention

9-12 = one hour after school detention

13+= Possible Suspension

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will be allowed to make up missed work at 80% of the earned value.

***It is the responsibility of each student and/or parent to contact the teacher to get make-up work. It is the student's responsibility to complete this work as soon as possible to receive credit. Grades 4-5 will receive two(2) calendar days to make up his/her work for each day absent. Grades 6-8 will receive one (1) calendar day to make up his/her work for each day absent.***

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Exemption from Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>2</sup>

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

### **"Good Night" Policy**

Students who remain for extracurricular practices or activities are to leave the building directly and immediately from that activity. Returning to lockers or other parts of the building is not allowed unless authorized by school personnel. Once students have left the building from an activity, they are NOT to return to the event unless authorized by the activity supervisor. Transportation home after evening or extra-hour events should be arranged prior to the event.

Parents should be prompt in picking up students at evening events so that the building can be secured and locked as quickly as possible. If students have not been picked up within 20 minutes of an activity's conclusion, disciplinary action may occur.

### **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

### **Academic Expectations**

The following academic guidelines have been set for all Georgetowne students during the school year:

1. In order to be promoted to the next grade level a student must have a year-end passing grade in three (3) of the four (4) core or academic subjects. These subjects include English Language Arts, Math, Science, and Social Studies.
2. In addition to the above requirements, all 8<sup>th</sup> grade students must have passed a course in health, a test on the US Constitution, Illinois State Constitution, and the Flag in order to be promoted to high school.
3. Students who transfer to GMS before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grade to determine promotion/retention. Students transferring during the last quarter may be promoted/retained according to the previous school district's academic standards.
4. Students who receive special education/504 services will be recommended to the Board for promotion provided they have met the academic goals on their IEP or 504 plan to the satisfaction of the IEP team or 504 coordinator.
5. The administration reserves the right to make the final decision on retention/promotion based on a thorough review of an individual student's completion of the curriculum, attendance, and performance on the Illinois State Assessment and/or other assessment or achievement data available for review. The final decision to promote must be based on academic performance.

### **Grading Scale**

A	93-100%	D	70-77%
B	86-92%	F	0-69%
C	78-85%	I	Incomplete

### **Homework**

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. A copy of our homework policy can be found on our website.

### **National Junior Honor Society**

GMS belongs to the National Junior Honor Society. This is an organization dedicated to recognizing and fostering academic achievement while also developing other characteristics essential in a democracy. Eighth grade students will be nominated for membership in the society in the fall, based upon the following criteria:

1. Scholarship: The student has been on the honor roll for eight of the previous nine grading periods
2. Faculty recommendation: The Honor Society Advisory Committee will recommend eighth grade students after assessing each individual's citizenship, service to others, leadership, and character.
3. Desire: Each potential member will be asked to present an oral narrative on a topic selected by the Advisory Committee.

New members will be installed in the winter in a formal induction ceremony. Our chapter of NJHS will select a school improvement project for the spring semester.

### **Section III. Student Fees & Meal Costs**

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied education services or academic credit due to the inability of their parent(s) or guardian(s) to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applicants for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;  
or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has

the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **School Breakfast & Lunch Program**

Breakfast is served every school day from 7:15 a.m. to 7:35 a.m.

Lunch is served every school day from 10:30 a.m. to 12:30 p.m., except when there is an 11 a.m. or earlier dismissal. A student may purchase breakfast for \$2.35. A student may bring a sack lunch from home or may purchase a school lunch for \$2.95 and/or milk for \$0.45. Parents may pay lunch/breakfast fees electronically by using the “e-pay” icon located on the district website. Free or reduced price meals are available for qualifying students. For an application, contact the building principal. **SODA IS NOT ALLOWED.**

## **Section IV. Transportation & Parking**

### **Bus Transportation**

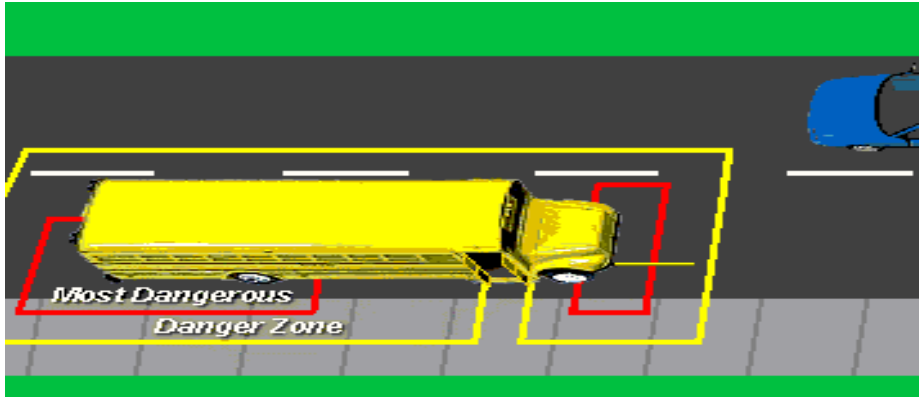
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or if they are deemed to live on a “hazardous route”. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, including but not limited to the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student’s safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
12. Never run back to the bus, even if you dropped or forgot something.



Video 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.

For questions regarding school transportation issues, contact: Mr. Byron Sondgeroth at 382-2172.

### **Parking**

The school has two locations available for school visitor parking. Those dropping off and picking up children may do so in the upper parking lot and side lot location during the following hours: 7:15 a.m. to 7:40 a.m. and at 2:40 student dismissal. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.



## **Section V. Health & Safety**

### **Immunization, Health, Eye and Dental Examinations**

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, 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.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. 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.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist

### **Student Medication**

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 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 "School Medication 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 a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. 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.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered

a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable disease

1. Parents are required to notify the school office personnel if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when cleared by a doctor.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by school personnel and if the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## Section VI. Student Discipline & Conduct

### General Building Conduct

Students shall not arrive at school before 7:15 a.m. Classes begin at 7:40 a.m. and students are dismissed at 2:40 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways, nor shall they push, shove or hit others.
- Students shall not write on walls or desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.
- Students in grades 6-8 are not permitted in the 4/5 hallway without permission.

### School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Unnatural hair color, and/or distracting hair styles, as well as excessive makeup or piercings, are not appropriate and will not be permitted.
- Expected student attire should include shirts with sleeves covering the entire torso and shoulders, skirts (no tube skirts), dresses with shoulders covered, pants, jeans, or shorts that extend to at least fingertip length. When wearing leggings (including knit jeggings) and yoga pants, the top or shirt must cover the pelvic region and buttocks. No student may have skin exposing holes or sheer fabric above fingertip length. Excessive holes in number and/or size are not appropriate and will not be permitted.
- The length of shorts or skirts must be at least as long as the student's finger tips.
- Appropriate footwear must be worn at all times. Student safety must be considered when selecting the proper footwear. Footwear such as flip-flops or extremely high-heels may present a danger to a student's safety, and a student may be asked to change footwear. **NO FLIP FLOPS WILL BE PERMITTED FOR OUTDOOR RECESS.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **Student Behavior**

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  6. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.

12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted

- intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.



## **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar year.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

## **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person

## **Sexual Harassment & Teen Dating Violence Prohibited**

### **Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the social worker, trusted staff member, or building principal. A student 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.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **PBIS**

GMS uses the PBIS (Positive Behaviors Intervention and Supports) to teach students appropriate behaviors. PBIS takes a proactive approach to preventing and responding to classroom and school discipline problems focusing on teaching and supporting positive behavior of all students. GMS emphasizes developing and maintaining a safe learning environment where teachers can teach and students can learn. For more information about our PBIS program visit our website.

The following chart outlines positive expectations appropriate for each school environment:

EXPECTATIONS	STAIRS/ HALL	CAFETERIA	CLASSROOM COMPUTER LAB LIBRARY	BUS/ PARKING LOT	LOCKER ROOM/ GYM	RESTROOM	EXTRA- CURRICULAR/ ASSEMBLIES	ALL SETTINGS
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>-Avoid distracting students</li> <li>-Walk at all times</li> <li>-Be quiet</li> <li>-Avoid physical contact</li> </ul>	<ul style="list-style-type: none"> <li>-Follow cafeteria rules</li> <li>-Practice good manners</li> <li>-Talk politely to all cafeteria staff</li> <li>-Wait your turn</li> <li>-Talk quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Address peers and staff appropriately</li> <li>-Work cooperatively in groups</li> <li>-Honor others personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use proper language</li> <li>-Obey the bus driver</li> <li>-Talk quietly</li> <li>-Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>-Follow instructions</li> <li>-Be courteous</li> <li>-Encourage others</li> <li>-Follow class dress code</li> </ul>	<ul style="list-style-type: none"> <li>-Give people privacy</li> <li>-Knock on door before opening</li> <li>-Speak kindly to others</li> </ul>	<ul style="list-style-type: none"> <li>-Participate in a positive manner</li> <li>-Encourage others</li> </ul>	<ul style="list-style-type: none"> <li>-Be courteous</li> <li>-Avoid physical contact</li> <li>-Use appropriate language</li> <li>-Be considerate of other's property</li> <li>-Practice good manners</li> <li>-Talk quietly</li> <li>-Comply with all rules</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Have your assignment notebook with you</li> <li>-Use designated stairwells and hallways</li> <li>-Take one step at a time</li> <li>-Walk on the correct side of stairs</li> </ul>	<ul style="list-style-type: none"> <li>-Dispose of garbage</li> <li>-Pick up around your eating area</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment appropriately</li> <li>-Bring all necessary materials to class including completed homework</li> <li>-Do your fair share of group work</li> <li>-Return books by the due date</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all safety rules</li> <li>-Help younger students when needed</li> </ul>	<ul style="list-style-type: none"> <li>-Lock up all items</li> <li>-Pick up after yourself</li> <li>-Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet when done</li> <li>-Throw paper towels in the trash can</li> <li>-Report problems to teacher</li> <li>-Wash hands with soap and water</li> <li>-Keep area clean</li> <li>-Keep floor dry</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Follow regular school rules</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions and procedures</li> <li>-Do your own work</li> <li>-Listen carefully</li> <li>-Follow school dress code</li> </ul>
<b>BE READY</b>	<ul style="list-style-type: none"> <li>-Take all needed materials to class from locker</li> <li>-Maintain a clean and organized locker</li> </ul>	<ul style="list-style-type: none"> <li>-Finish eating in a timely manner</li> <li>-Monitor your lunch account balance</li> </ul>	<ul style="list-style-type: none"> <li>-Be attentive and ready to learn</li> <li>-Use correct English and grammar</li> </ul>	<ul style="list-style-type: none"> <li>-Be at bus stop on time</li> <li>-Have all the items needed for the school day</li> </ul>	<ul style="list-style-type: none"> <li>-Never less than your best</li> <li>-Display a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>-Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Display a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared for classes and other activities</li> <li>-Have goals and a plan to achieve them</li> <li>-Carry assignment notebook at all times</li> </ul>

## Discipline Levels Chart

1. The discipline structure at GMS is designed in four levels, depending on the severity of the offense. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the principal reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. The provisions in the handbook and the status of the rules, practice, and procedures as currently practiced are subject to change. Each teacher will have some additional rules that are approved by the principal and posted in the classroom. For special education students, discipline policies will be consistent with federal and state special education laws and regulations. In every case the principal is allowed some discretion in adjusting the following consequences to fit the particular situation. However, these guidelines are designed to help the principal treat like situations in a similar manner. The home to school connection is important in every part of school, but it is of utmost importance in the area of discipline. Parents who disagree with or disapprove of a school disciplinary action should promptly call the school for further communication so that misinformation or miscommunication does not impair the home to school system.
2. See Disciplinary Levels Chart for consequences for disciplinary offenses.

## Discipline Levels Chart

	<b>Example Offenses, but not limited to:</b>	<b>Example Consequences, but not limited to:</b>
LEVEL 1	<ul style="list-style-type: none"> <li>● Lack of materials</li> <li>● Inattentive or off-task behavior</li> <li>● Repeatedly talking without permission</li> <li>● Incomplete homework</li> <li>● Distracting/disturbing others</li> <li>● Chewing gum/eating candy</li> <li>● Spreading gossip</li> <li>● Cafeteria/hallway misbehavior</li> <li>● Dress code violation</li> <li>● Writing/passing notes in class</li> <li>● "Horseplay"</li> <li>● Verbal harassment, bullying</li> <li>● Office referral</li> <li>● Public Display of Affection</li> </ul>	<ul style="list-style-type: none"> <li>● Counseling/warning not to repeat behavior</li> <li>● Four week probationary period</li> <li>● Note or phone call home to parents</li> <li>● Detention or loss of privilege</li> <li>● Writing Assignment</li> <li>● Apologize to appropriate individual(s)</li> <li>● Remain in office until appropriate clothing arrives</li> <li>● Parent Conference</li> <li>● In School Intervention</li> </ul>
LEVEL 2	<ul style="list-style-type: none"> <li>● Verbal sexual harassment</li> <li>● Multiple sexual harassment, bullying</li> <li>● Previous referral at Level 1 (within four weeks)</li> <li>● Maliciously spreading gossip</li> <li>● Rough horseplay (hitting, pushing, shoving, kicking)</li> <li>● Failing to report to a detention</li> <li>● Possession of cigarettes, matches, etc.</li> <li>● Minor acts of vandalism (graffiti, etc.)</li> <li>● Repeated tardiness to class and/or school</li> <li>● Use of vulgarity (oral, written, hand gestures)</li> <li>● Insubordinate/inappropriate behavior</li> <li>● Disrespect toward staff member</li> <li>● Stealing/theft</li> <li>● Cheating/plagiarism</li> <li>● Possession of pornography (dirty magazines, etc.)</li> <li>● Forgery (signing a parent's name to a note, etc.)</li> <li>● Skipping class, skipping school, truancy</li> <li>● Cell phone or electronic device use</li> <li>● Repeated public displays of affection</li> <li>● Violation of Acceptable Use Policy</li> </ul>	<p>Probationary period of 4 weeks and one or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent conference with teacher, counselor and/or Principal</li> <li>● Confiscation of cell phone or electronic device</li> <li>● Detentions</li> <li>● Reflective writing assignments</li> <li>● Reimbursement of costs/damages</li> <li>● Related manual labor</li> <li>● Public apology</li> <li>● Notification of proper civil authorities</li> <li>● In School Intervention</li> </ul> <p><b>Habitual or repeated level two infractions may result in removal from the eighth grade trip.</b></p>
LEVEL 3	<ul style="list-style-type: none"> <li>● Multiple verbal sexual harassment</li> <li>● Physical sexual harassment</li> <li>● Previous referral at Level 2 (within probationary period)</li> <li>● Fighting</li> <li>● Use of vulgarity toward a staff member</li> <li>● Smoking cigarettes</li> <li>● Acts of vandalism or theft</li> <li>● Possession of drug paraphernalia</li> <li>● Threat of violence toward students, staff, or school</li> <li>● Gang affiliation/recruitment</li> </ul>	<p>Probationary period of 4 weeks, and one or more of the following:</p> <ul style="list-style-type: none"> <li>● Out of School Suspension</li> <li>● Parental conference required with Principal, teacher(s) prior to readmission to school.</li> <li>● Written plan of action to remediate inappropriate behavior</li> <li>● Reimbursement of costs/damages</li> <li>● Loss of eighth grade trip</li> <li>● Notification of proper civil authorities</li> <li>● Participation of an appropriate rehabilitation program</li> </ul>
LEVEL 4	<ul style="list-style-type: none"> <li>● Multiple physical sexual harassment</li> <li>● Previous referral at Level 3</li> <li>● Selling/distributing drugs at school</li> <li>● Physical violence toward students, school personnel or property</li> <li>● Possession of/under the influence of alcohol or illegal drugs</li> <li>● Possession of a "weapon" (gun, knife, etc.) or look alike weapon</li> </ul>	<ul style="list-style-type: none"> <li>● Out of School Suspension</li> <li>● Loss of eighth grade trip</li> <li>● Pre-expulsion conference with parents and Principal</li> <li>● Expulsion hearing with Board of Education, parents, and Principal</li> <li>● Reimbursement for costs (repair costs, etc.)</li> <li>● Notification of proper civil authorities</li> </ul>

## **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.
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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**     **Mr. Tom Brown**  
                                  **51 Yates Rd.**  
                                  **382-3456**  
                                  **tbrown@dist102.org**

**Mrs. Jennifer Lindsay**  
**51 Yates Rd.**  
**382-2172**  
**jlindsay@dist102.org**

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **Section VII. Internet, Technology, & Publications**

### **District 102 Chromebook Agreement**

#### **Responsible Use and Conduct of District Owned Devices**

The N Pekin Marquette Heights School District is supplying students with a Chromebook device. This device is property of the N Pekin Marquette Heights School District. The purpose of the supplied instructional device is to provide each student with access to required educational materials needed to be successful. The Chromebook allows students access to Google Apps for Education and web based educational tools. The supplied device is an educational tool and is not intended for gaming or social networking.

#### **1. Receiving Your Chromebook**

Chromebooks will be distributed within the first few days or weeks of school, depending on the student's grade and arrival of all newly ordered devices. Parents/Guardians and students must have completed and submitted the NPMH Chromebook Agreement before the Chromebook can be issued to a student. This Chromebook Agreement outlines the procedures for families to protect the Chromebook investment for N Pekin Marquette Heights Schools. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year.

#### **2. Returning Your Chromebook**

Chromebooks will be returned at the end of the school year.

#### **3. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be turned into the appropriate school office to be serviced by technology support.

**DO NOT TAKE DISTRICT OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE OR ATTEMPT TO PERSONALLY SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.**

3a. General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
3. Never transport your Chromebook with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook in the carry case or your backpack while it is plugged in.
4. Students should never carry their Chromebook while the screen is open.
5. Chromebooks must remain free of any writing, drawing or stickers. An identification tag with a number will be provided by the school.
6. Vents CANNOT be covered.
7. Chromebooks must have a NPMH or School tag on them at all times. This tag must not be removed or altered in any way. Removal will result in disciplinary action.
8. Chromebooks should never be left in a car or any unsupervised area.
9. Students must use the provided case.

3b. Screen Care

**The Chromebook screens can be easily damaged.** The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook that could put pressure on the screen.
4. Do not place anything in the carrying case or a backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, etc...).
7. Clean the screen with a soft, dry microfiber cloth or wipes specifically made for electronics.

**4. Using Your Chromebook at School**

4a. Chromebooks left at home

Repeat violations of this policy will result in disciplinary action.

4b. Chromebooks under repair:

1. Every attempt will be made to provide a loaner device when Chromebooks are left for repair.
2. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the loaner device.



#### 4c. Charging your Chromebook

1. Chromebooks must be brought to school each day fully charged.
2. Students need to charge their Chromebooks each evening.
3. Repeat violations of this requirement will result in disciplinary action.

#### 4d. Backgrounds and Password

1. Inappropriate media may not be used as a screensaver or background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
3. Take care to protect your password. Do not share your password.

#### 4e. Printing

1. Students will not be able to print from their Chromebook. However, they can speak with a teacher if they need to print any materials at school.

### 5. Acceptable Use of the Chromebook

**ACCEPTABLE USE GUIDELINES FOR INTERNET, ELECTRONIC MEDIA AND COMMUNICATION APPLY TO ALL N PEKIN MARQUETTE HEIGHTS DEVICES, INCLUDING INDIVIDUALLY ISSUED STUDENT CHROMEBOOKS. THESE GUIDELINES SHOULD BE ADHERED TO BY ALL STUDENTS, FACULTY, STAFF AND ADMINISTRATION. N PEKIN MARQUETTE HEIGHTS SCHOOL DISTRICT USES GO GUARDIAN FOR CHROMEBOOK MONITORING. GO GUARDIAN IS ABLE TO OFFER ITS COMPLETE CHROMEBOOK FILTERING AND MONITORING SOFTWARE WHERE EVER THE DEVICE MAY BE.  
PLEASE NOTE THAT STUDENT ACTIVITY IS NOT PRIVATE.**

#### 5a. General Guidelines

1. Chromebooks are in compliance with the Children's Internet Protection Act (CIPA).
2. Chromebooks and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
  - a. The displaying of any kind of sexually explicit image or document on any NPMH system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or device.
3. Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of N Pekin Marquette Heights Schools.
  - a. NPMH reserves the right to block objectionable or inappropriate sites.
4. Students are responsible for their ethical and educational use of the technology resources of NPMH Schools.

5. Access to the N Pekin Marquette Heights School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
6. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and viruses.
7. No employee or student may use NPMH technology resources to download or distribute pirated software or data.

#### 5b. Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by the District.
4. **CYBERBULLYING WILL NOT BE TOLERATED.** Please report any cyber bullying activity to the school administration immediately.

#### 5c. Email and Electronic Communication

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
3. Email and communications sent/received should be related to educational needs.
4. Email and communications are subject to inspection by the school at any time.

#### 5d. Consequences

1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its inappropriate use.
2. Non compliance with the guidelines established in the document will result in disciplinary action.
3. NPMH cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.

### 6. **Repairing/Replacing Your Chromebook**

- a. If a student's Chromebook/iPad is lost or stolen, the student will be charged \$300 for replacement costs.

b. Students will only be charged for repairs that are directly the fault of the student. This includes misuse, improper handling or storage, drops and falls, water damage, etc...

### 2021-2022 Chromebook/iPad Repair/Maintenance Costs

Charger	\$20
Screen	\$80
Key Replacement (per key)*	\$5
Keyboard/Touchpad	\$60
Camera	\$20
Case	\$10
Total Replacement	\$300

\*Keys can be replaced as long as the internal brackets are intact. If brackets are not intact, the entire bottom assembly must be replaced and charges are subject to change.

\*\*Repairs not listed will be evaluated and priced by the administration and technology support staff.

### **Access to Student Social Networking Passwords & Websites**

District email addresses are issued to each student with ownership of that address to the School District. 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.

For a complete copy of our Acceptable Use policy as well as the Parental Sign off form please see our website.

### **Right to Privacy in the School Setting**

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites* include Facebook, Instagram, Twitter, and ask.fm.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an

investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights and privacy of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms and bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

### **Internet Acceptable Use**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the

Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District Complaint Managers to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with numbers 4, 5, 6, and 7.

## **Section VIII. Search and Seizure**

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

## **Students Searches**

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

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school 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.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Section IX. Special Education**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.



A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

## **Discipline of Students with Disabilities**

### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

## **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

## **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

## **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **Section X. Student Records & Privacy**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

## **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The 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 ~~45-school~~ 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. ~~The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.~~ 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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:

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; 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 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; 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.

**5. 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.

**6. 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

**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:

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Section XI. Parental Right Notification**

### **Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications

### **Standardized Testing**

- Illinois Assessment of Readiness
- Illinois Science Assessment
- STAR Reading
- STAR Math
- Aimsweb

Students and parents/guardians should be aware that students in grades 6–4 through 8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these tests
7. Encourage students to relax on testing day.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools

Food bank and meal programs

Local service organizations (Goodwill, Salvation Army, etc.)

Family shelters

Medical services

Other support

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English Learners**

The school offers opportunities for resident English Learners to achieve and develop high levels of academic subjects attainment in English and to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet/attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (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. Additional information for parents includes: (1) opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the office at 382-3456

### **Parental Involvement**

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with

teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers.

In addition to the standard educational curriculum, Parents/Guardians may wish to become involved in Parents Club.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school office.

### **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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.



### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Sex Offender Notification Law**

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(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. 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.

## **Sex Offender & Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at .



**North Pekin Marquette Heights District 102**  
**2021-22 School Calendar**  
 Approved April 2021



Jul-21				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug-21				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
TI-16	TI-17	18	19	20
23	24	25	26	27
30	31			
			12	12

Sep-21				
M	T	W	Th	F
		1	2	3
X-6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
				21
				33

Oct-21				
M	T	W	Th	F
				1
	4	5	6	7
X-11	12	13	14	15
18	19	20	21	22
25	26	27	28	X-29
			20	53

Nov-21				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	X-24	X-25	X-26
29	30			
			19	72

Dec-21				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
X-20	X-21	X-22	X-23	X-24
X-27	X-28	X-29	X-30	X-31
				13
				85

Jan-22				
M	T	W	Th	F
TI-3	4	5	6	7
10	11	12	13	14
X-17	18	19	20	21
24	25	26	27	28
31				
			20	105

Feb-22				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
X-21	22	23	24	25
28				
			19	124

Mar-22				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
			23	147

Apr-22				
M	T	W	Th	F
				1
4	5	6	7	8
X-11	X-12	X-13	X-14	X-15
X-18	19	20	21	22
25	26	27	28	29
			15	162

May-22				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	XED
16	17	18	19	XED
23	24	25	26	TI-27
X-30	XED			
			21	183

Jun-22				
M	T	W	Th	F
		XED	XED	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
				2
				185

**Codes:**

**X - No School**

**TI - Teachers Institute**

**XED - Emergency Days**

**Description:**

July 29 - Registration Day
Aug.16 - Teacher Institute
Aug.17 - Teacher Institute
Aug. 18 - 1st Day of Student Attendance. Early Dismissal
Aug. 19 - Regular Dismissal Begins
Sept. 3-11:00/11:30 Dismissal
Sept. 6 - Labor Day, No School
Sept. 24 - Progress Reports Distributed
Oct. 8 - 11:00/11:30 Dismissal
Oct. 11 - No School
Oct. 22 - 1st Qtr Ends-46 days
Oct. 28 - 11:00/11:30 Dismissal Parent Conferences 3:00-8:00 PM
Oct. 29 - No School Parent Conferences 8:00 AM - 1:00 PM

Nov. 12 - 11:00/11:30 Dismissal
Nov. 23 - Early Dismissal
Nov. 24 - Nov. 28 - Thanksgiving Break
Nov. 29 - Classes Resume
Dec. 3 - Progress Reports Distributed
Dec. 10 - 11:00/11:30 Dismissal
Dec. 17 - Early Dismissal
Dec. 18 - Jan. 2 - Winter Break
Jan. 3 - Teacher Institute
Jan. 4 - Classes Resume
Jan. 14 - 2nd Qtr Ends-45 days
Jan. 17 - ML King Day, No School
Jan. 21 - 11:00/11:30 Dismissal Report Cards Distributed
Feb. 18 - 11:00/11:30 Dismissal Progress Reports Distributed

Feb. 21 - President's Day - No School
Mar. 11 - 11:00/11:30 Dismissal
Mar. 18 - 3rd Qtr Ends-43 days
Mar. 25 - Report Cards Distributed
April 8 - Early Dismissal
April 9 - April 18 - Spring Break
April 19 - Classes Resume
April 29 - Progress Reports Distributed
April 29 - 11:00/11:30 Dismissal
May 26 - Last Day of School - 41 days 11:00/11:30 Dismissal
May 27 - Teacher Institute
May 30 - Memorial Day, No School
May 13, 20, 31 & June 1, 2 - Emergency Days

## **4TH GRADE SCHOOL SUPPLY LIST**

PE Shoes  
4 doz #2 yellow pencils  
2 Erasers  
Elmer's glue (small)  
5 Glue Sticks  
Scissors (with Points)  
Crayons (box of 24)  
5 Highlighters  
Colored Pencils (Crayola)  
2 pkg paper (wide ruled)  
2 Folders with pockets with prongs  
1 Single subject spiral notebook (wide ruled)  
2 pkg fine line dry erase markers  
8 count markers  
Clean sock or dry erase eraser  
3 Large boxes of tissues  
Book Bag (no wheels)  
1-1 ½ inch 3 ring binder (hard back, no zippers with inside pockets and front outside view pockets)  
1 Pack 3x3 Post-its  
Pencil Pouch  
Headphones (to keep at school)  
Library card (**from Marquette Heights public library**)

**\*\*NO BOOK BAGS WITH WHEELS\*\***

**\*\*NO TRAPPER KEEPERS\*\***

**\*\*NO 3 RING NOTEBOOKS\*\***

**INDIVIDUAL TEACHERS MAY HAVE EXTRA SUPPLY REQUIREMENTS**

**PLEASE MARK ALL SUPPLIES WITH STUDENT'S NAME**

**MUST HAVE ATHLETIC SHOES TO KEEP AT SCHOOL FOR P.E.**

## 5TH GRADE SCHOOL SUPPLY LIST

PE Shoes

2 doz #2 yellow pencils

Erasers

5 Large Glue Sticks

Scissors

Crayons (box of 24)

2 Highlighters

Colored Pencils (2 packages)

2 pkg paper (**wide ruled**)

1 Composition notebook (**wide ruled**)

4 Folders with pockets

2 pkg dry erase markers (**Fine tip, no chisel**)

**\*\*No Dry Erase Cleaner\*\***

8 count markers (**wide tip**)

8 count markers (**fine tip**)

Clean sock or dry erase eraser

3 Large boxes of tissues

Book Bag (**no wheels**)

2-1 inch 3 ring binder **HEAVY DUTY** (hard back, no zippers with inside pockets and front outside view pockets)

Small pencil pouch or box

Hand held pencil sharpener (**non battery operated**)

Headphones (to keep at school)

Library card (**from Marquette Heights public library**)

**\*\*NO BOOK BAGS WITH WHEELS\*\***

**\*\*NO TRAPPER KEEPERS\*\***

**\*\*NO 3 RING NOTEBOOKS\*\***

**INDIVIDUAL TEACHERS MAY HAVE EXTRA SUPPLY REQUIREMENTS**

**PLEASE MARK ALL SUPPLIES WITH STUDENT'S NAME**

**MUST HAVE ATHLETIC SHOES TO KEEP AT SCHOOL FOR P.E.**

## **6TH GRADE SCHOOL SUPPLY LIST**

For all 6th grade classes:

- 2- blue or black pens
- 2- Red pens
- 1 - Package of #2 pencils with erasers (mechanical pencils are allowed)
- 1 - Highlighter
- 1 - Black permanent marker
- 1 - Package of markers or colored pencils or crayons
- 1 - Package of notebook paper
- 1 - Composition notebook
- 1-1 Inch binder (Ms Hickey's class only)
- 5 - Pocket folders with prongs
- 1- 3 ring binder (optional)
- 1 - Pair of scissors
- 1- Bottle of glue or 3-5 glue sticks
- 1 – Ruler
- 1- Spiral bound planner (optional)
- 1 - Calculator that does basic functions (no scientific calculators)
- 1 - Pencil box
- 1 - Set of headphones/earbuds
- 1 - Container of clorox wipes (to be given to the homeroom teacher for all to use throughout the year)
- 1 - Hand sanitizer bottle (Miss Hickey only)
- 2-3 - Boxes of tissues (Miss Hickey only)

Physical Education-Stambaugh

Gym Shoes

Optional.....Yoga mat

**NO WHITE OUT.... NO GEL PENS**

## 7th Grade School Supply List

### For all 7th grade classes:

2 packages of white, non-spiral notebook paper

2 packages of #2 pencils with erasers (at least)

1 package of colored pencils or markers

1 folder per class

1 package dry-erase markers

1 package of glue sticks

1 package of highlighters

scissors

headphones

2 boxes of Kleenex (to be given to 1st hour teacher)

1 container of sanitizing wipes (to be given to 1st hour teacher) -- Fresh scent ONLY for Oertle (due to allergies)

1 bottle of hand sanitizer (to be given to 1st hour teacher)

### ELA - MacDonald

1" binder with divider tabs

1 - 3-subject spiral notebook

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### Math - Oertle

1" binder

calculator with basic functions

### Science - Lehr

1" binder with divider tabs

1 spiral notebook

1 package of gallon size bags to be given to Mrs. Lehr

### Social Studies - Ewing

1 spiral notebook

### Physical Education

Gym Shoes\_

Optional.....Yoga mat

## **8th Grade School Supply List**

For all 8th grade classes:

- 1 - Sanitizer Hand Pump
- 2 - Boxes of Kleenex (to be given to 1st hr. teacher)
- 1 - Container of sanitizing wipes (to be given to 1st hr. teacher)
- 1 - Packages of white, non-spiral notebook paper
- 1 - Packages of #2 Pencils with erasers (at least)
- 1 - Package of blue or black pens
- 1 - Package colored pencils & markers
- 1 - Folder
- 1 - Package of highlighters
- 1 - Packages of post-it notes
- 1 - Spiral bound planner (optional)
- 1 - Pekin Library card
- 2 - 1" binder with divider tabs
- 1 - Headphone/Earbuds
- 3 - Spiral notebook
- 2-3 Dry Erase fine tip markers
- Calculator capable of doing fractions  
(available in stores for under \$10)

### Physical Education

Gym Shoes

Optional.....Yoga mat