

Northlawn Junior High School

Student Name _____

Homeroom/Advisory Teacher _____

5th - 8th Grade

~~2017-2018~~

2018-19

Ms. Russell, Principal

Email: grussell@ses44.net

Mr. Jenkins, Assistant Principal

Email: jjenkins@ses44.net

Website: http://www.ses44.net/northlawnjrhigh_home.aspx

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Parent or guardian contact information

Name _____ Phone Number _____

Relationship to Student _____

Is there another number that you would like us to try if you cannot be reached?

This handbook is a summary of the District 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 Board Office, located at 1520 N. Bloomington St., Streator, Illinois, 61364 or at the District's website at www.ses44.net. Changes made throughout the year will also be posted on our school website at http://www.ses44.net/northlawnjrhigh_home.aspx.

Notes Area:

2018-19 STREATOR #44 CALENDAR



AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No School
 Half-Day of School

- July**
 31 Pre-K-8 Registration at K of C Hall 12:00-6:00 pm
- August**
 1 Pre-K-8 Registration at K of C Hall 9:00 am-1:00 pm
 20 Teacher Institute - No School
 20 K-8 Open House/Backpack Night 4:30-6:00 p.m.
 21 Teacher Institute - No School
 21 PreK Orientation - AM PreK 9:00 a.m. - PM PreK 1:00 p.m.
 22 First Day of School for students - 1 Hour Early Release
- September**
 3 Labor Day - No School
 26 School Improvement Day - Half-Day for Students
 26 PreK Family Engagement
- October**
 5 Teacher Institute - No School
 8 Columbus Day - No School
 31 School Improvement Day - Half-Day for Students
 31 PreK Family Engagement
- November**
 7-8 Evening Parent-Teacher Conferences 4:00-7:00 pm
 8 1 Hour Early Release
 9 No School
 21-25 Thanksgiving Vacation
 28 School Improvement Day - Half-Day for Students
 28 PreK Family Engagement
- December**
 20-31 Winter Vacation
- January**
 1-2 Winter Vacation
 3 First Day of Second Semester
 21 Martin Luther King's Birthday - No School
 30 School Improvement Day - Half-Day for Students
 30 PreK Family Engagement
- February**
 18 President's Day - No School
 27 School Improvement Day - Half-Day for Students
 27 PreK Family Engagement
- March**
 27 School Improvement Day - Half-Day for Students
 27 PreK Family Engagement
- April**
 12 1 Hour Early Release
 15-22 Spring Vacation
 24 School Improvement Day - Half-Day for Students
 24 PreK Family Engagement
- May**
 22 School Improvement Day - Half-Day for Students
 22 PreK Family Engagement
 27 Memorial Day - No School
 29 Last Day of School (no "snow days" used)
 30 Teacher Institute (no "snow days" used) - 8:00 am - 2:20 pm
- June**
 5 Last Day of School (all five "snow days" used) Early Dismissal
 6 Teacher Institute (all five "snow days" used) - 8:00 am - 2:20 pm

Arrival and Departure Procedures

Bus drop off is in the front off of First Street. Parent drop off is in the back off of Bloomington Street. Please do not drop students off on First Street in front of the school. This stops traffic and creates safety issues. Please do not park in the fire lane in front of the school. During emergency situations police, ambulance and fire vehicles need access to the front of the building. Buses also pull up in front of the building prior to the end of the day.

- Adult supervision begins at 7:45 a.m. This is when you may arrive at school.
- All students will enter the building at 7:50 a.m. unless they are going to breakfast.
- Bus riders will remain on the bus until 7:50 unless they are going to breakfast.
- Students eating breakfast may enter the building at 7:30 a.m.
- 5th grade students line up and enter the west door.
- 6th and 7th grade students line up and enter the north door (by the band room).
- 8th grade students line up and enter the east door.
- Northlawn is a closed campus.
- You must leave the school grounds by 2:55 p.m. unless you have a school-sponsored activity to attend.

SCHEDULE A—REGULAR							
Mon, Tues, Thurs, Fri							
5 th Grade		6 th Grade		7 th Grade		8 th Grade	
Pd.1	7:55-8:30 Homeroom	Pd.1	7:55-8:30 Advisory	Pd.1	7:55-8:30 Advisory	Pd.1	7:55-8:30 Advisory
Pd.2	8:32-9:17	Pd.2	8:32-9:17	Pd.2	8:32-9:17	Pd.2	8:32-9:17
Pd.3	9:20-10:05	Pd.3	9:20-10:05		9:20-10:05	Pd.3	9:20-10:05
Pd.4	10:05-10:50	Pd.4	10:08-10:53	Pd.4	10:08-10:53	Pd.4	10:08-10:53
Pd.5	10:50-11:35	Lunch-B	10:56-11:26	Pd.5	10:56-11:41	Pd.5	10:56-11:41
Pd.6	11:35-12:20	Pd.5	11:29-12:14	Lunch-C	11:44-12:14	Pd.6	11:44-12:29
Lunch-A	12:20-12:50	Pd.6	12:17-1:02	Pd.6	12:17-1:02	Pd.7	12:32-12:58
Pd.7	1:05-1:50	Pd.7	1:05-1:50	Pd.7	1:05-1:50	Lunch-D	1:00-1:30
Pd.8	1:50-2:38	Pd.8	1:53-2:38	Pd.8	1:53-2:38	Pd.7	1:32-1:50
Check Out	2:38-2:45	Check Out	2:38-2:50	Check Out	2:38-2:50	Pd.8	1:53-2:50 2:38-2:50

Wednesday Schedule

<u>5th</u> <u>Grade</u>		<u>6th</u> <u>Grade</u>		<u>7th</u> <u>Grade</u>		<u>8th</u> <u>Grade</u>	
<u>Pd.1</u>	<u>7:55-8:32</u>	<u>Pd.1</u>	<u>7:55-8:32</u>	<u>Pd.1</u>	<u>7:55-8:32</u>	<u>Pd.1</u>	<u>7:55-8:32</u>
<u>Pd.2</u>	<u>8:32-9:12</u>	<u>Pd.2</u>	<u>8:35-9:12</u>	<u>Pd.2</u>	<u>8:35-9:12</u>	<u>Pd.2</u>	<u>8:35-9:12</u>
<u>Pd.3</u>	<u>9:12-9:52</u>	<u>Pd.3</u>	<u>9:15-9:52</u>	<u>Pd.3</u>	<u>9:15-9:52</u>	<u>Pd.3</u>	<u>9:15-9:52</u>
<u>Pd.4</u>	<u>9:52-10:32</u>	<u>Pd.4</u>	<u>9:55-10:32</u>	<u>Pd.4</u>	<u>9:55-10:32</u>	<u>Pd.4</u>	<u>9:55-10:32</u>
<u>Pd.5</u>	<u>10:32-11:12</u>	<u>Lunch-B</u>	<u>10:35-11:05</u>	<u>Pd.5</u>	<u>10:35-11:12</u>	<u>Pd.5</u>	<u>10:35-11:12</u>
<u>Pd.6</u>	<u>11:55-12:25</u>	<u>Pd.5</u>	<u>11:08-11:45</u>	<u>Lunch-C</u>	<u>11:15-11:45</u>	<u>Pd.6</u>	<u>11:15-11:52</u>
<u>Lunch-A</u>	<u>12:25-1:05</u>	<u>Pd.6</u>	<u>11:48-12:25</u>	<u>Pd.6</u>	<u>11:48-12:25</u>	<u>Pd.7</u>	<u>11:55-12:32</u>
<u>Pd.7</u>	<u>1:08-1:45</u>	<u>Pd.7</u>	<u>12:28-1:05</u>	<u>Pd.7</u>	<u>12:28-1:05</u>	<u>Lunch-D</u>	<u>12:35-1:05</u>
<u>Pd.8</u>		<u>Pd.8</u>	<u>1:08-1:50</u>	<u>Pd.8</u>	<u>1:08-1:50</u>	<u>Pd.8</u>	<u>1:08-1:50</u>

DAILY SCHEDULE MONDAY, TUESDAY, THURSDAY, AND FRIDAY

<u>5th</u> <u>Grade</u>		<u>6th</u> <u>Grade</u>		<u>7th</u> <u>Grade</u>		<u>8th</u> <u>Grade</u>	
<u>Pd.1</u>	<u>7:55-8:35</u> <u>Homeroom</u>	<u>Pd.1</u>	<u>7:55-8:35</u> <u>Advisory</u>	<u>Pd.1</u>	<u>7:55-8:35</u> <u>Advisory</u>	<u>Pd.1</u>	<u>7:55-8:35</u> <u>Advisory</u>
<u>Pd.2</u>	<u>8:37-9:22</u>	<u>Pd.2</u>	<u>8:37-9:22</u>	<u>Pd.2</u>	<u>8:37-9:22</u>	<u>Pd.2</u>	<u>8:37-9:22</u>
<u>Pd.3</u>	<u>9:25-10:10</u>	<u>Pd.3</u>	<u>9:25-10:10</u>	<u>Pd.3</u>	<u>9:25-10:10</u>	<u>Pd.3</u>	<u>9:25-10:10</u>
<u>Pd.4 & Morning break</u> <u>10:13-10:58</u>		<u>Pd.4</u>	<u>10:13-10:58</u>	<u>Pd.4</u>	<u>10:13-10:58</u>	<u>Pd.4</u>	<u>10:13-10:58</u>
<u>Pd.5</u>	<u>11:01-11:46</u>	<u>Pd.5</u>	<u>11:01-11:46</u>	<u>LUNCH</u>	<u>11:01-11:31</u>	<u>Pd.5</u>	<u>11:01-11:46</u>
<u>Pd.6</u>	<u>11:49-12:34</u>	<u>LUNCH</u>	<u>11:49-12:19</u>	<u>Pd.5</u>	<u>11:34-12:19</u>	<u>Pd.6</u>	<u>11:49-12:34</u>
<u>Pd.7</u>	<u>12:37-1:07</u>	<u>Pd.6</u>	<u>12:22-1:07</u>	<u>Pd.6</u>	<u>12:22-1:07</u>	<u>LUNCH</u>	<u>12:37-1:07</u>
<u>LUNCH</u>	<u>1:10-1:40</u>	<u>Pd.7</u>	<u>1:10-1:55</u>	<u>Pd.7</u>	<u>1:10-1:55</u>	<u>Pd.7</u>	<u>1:10-1:55</u>
<u>Pd.8</u>	<u>1:40-2:45</u>	<u>Pd.8</u>	<u>1:58-2:50</u>	<u>Pd.8</u>	<u>1:58-2:50</u>	<u>Pd.8</u>	<u>1:58-2:50</u>

DAILY SCHEDULE
WEDNESDAY

<u>5th</u> <u>Grade</u>		<u>6th</u> <u>Grade</u>		<u>7th</u> <u>Grade</u>		<u>8th</u> <u>Grade</u>	
<u>Pd.-1</u>	<u>7:55-8:32</u>	<u>Pd. 1</u>	<u>7:55-8:32</u>	<u>Pd. 1</u>	<u>7:55-8:32</u>	<u>Pd. 1</u>	<u>7:55-8:32</u>
<u>Pd.2</u>	<u>8:35-9:12</u>	<u>Pd. 2</u>	<u>8:35-9:12</u>	<u>Pd. 2</u>	<u>8:35-9:12</u>	<u>Pd. 2</u>	<u>8:35-9:12</u>
<u>Pd.3</u>	<u>9:15-9:52</u>	<u>Pd. 3</u>	<u>9:15-9:52</u>	<u>Pd. 3</u>	<u>9:15-9:52</u>	<u>Pd. 3</u>	<u>9:15-9:52</u>
<u>Pd.4 & Morning break</u> <u>9:55-10:32</u>		<u>Pd. 4</u>	<u>9:55-10:32</u>	<u>Pd. 4</u>	<u>9:55-10:32</u>	<u>Pd. 4</u>	<u>9:55-10:32</u>
<u>Pd.5</u>	<u>10:35-11:12</u>	<u>Pd. 5</u>	<u>10:35-11:12</u>	LUNCH	<u>10:35 - 11:05</u>	<u>Pd. 5</u>	<u>10:35-11:12</u>
<u>Pd.6</u>	<u>11:15-11:52</u>	LUNCH	<u>11:15-11:45</u>	<u>Pd. 5</u>	<u>11:08-11:45</u>	<u>Pd. 6</u>	<u>11:15-11:52</u>
<u>Pd. 7</u>	<u>11:55-12:32</u>	<u>Pd.6</u>	<u>11:48-12:25</u>	<u>Pd. 6</u>	<u>11:48-12:25</u>	LUNCH	<u>11:55 - 12:25</u>
LUNCH	<u>12:35-1:05</u>	<u>Pd.7</u>	<u>12:28-1:05</u>	<u>Pd. 7</u>	<u>12:28-1:05</u>	<u>Pd. 7</u>	<u>12:28-1:05</u>
<u>Pd.8</u>	<u>1:08-1:45</u>	<u>Pd.8</u>	<u>1:08-1:50</u>	<u>Pd. 8</u>	<u>1:08-1:50</u>	<u>Pd. 8</u>	<u>1:08 - 1:50</u>

11:15 Dismissal

Period 1 7:55-8:17
 Period 2 8:20-8:42
 Period 3 8:44-9:07
 Period 4 9:10-9:32
 Period 5 9:35-9:57
 Period 6 10:00-10:22
 Period 7 10:25-10:47
 Period 8 10:50-11:15

HALF DAY SCHEDULE

HONOR ROLL ELIGIBILITY

To determine eligibility for honors, students divide their total grade points by the number of academic grades. Band grades are included in determining the honor roll. The academic honor roll will be announced at the end of each quarter.

- High Honors: 4.0 Honors: 3.5
- Students with a **D, F, E, I** or **U** letter grades do not qualify for the honor roll.

REPORT CARDS & MID-TERM REPORTS

- Northlawn Junior High is on a quarterly grade reporting system.
- At the end of the fourth week of each grading period, a mid-term report noting academic progress is sent home to the parents of all students. Students must return report cards and mid-terms with a parent signature. Students who fail to return their report cards or mid-terms within one week will receive a detention with their advisory teacher from 2:50-3:15 PM. Our intent is to make sure report cards make it home to parents. Report cards are issued each nine (9) weeks. First quarter report cards are picked up during parent teacher conferences.
- Students also take an AIMS Web Assessment in Math and Reading. It is an expectation that students take scores home for parents. If students fail to return score sheets with a signature, students will receive a detention with their advisory teacher from 2:50-3:15 PM. Parents are able to view student grades online by using a **Skyward** password. Student work is generally kept updated every two weeks. Please contact your child's teacher if you have any questions.
- **Report** cards will indicate the number of points students have lost each quarter.

GRADING SCALE			OTHER LABELS		GRADING SCALE	
A	100 - 90	Excellent	E	Effort	A	4.0
B	89 - 80	Good	I	Incomplete	B	3.0
C	79 - 70	Average	M	Medical	C	2.0
D	69 - 60	Needs Improvement	S	Satisfactory	D	1.0

	59 and below	Failure		U	Unsatisfactory		F	0.0

GCHALLENGE PROCEDURES

- ~~Parents have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety.~~
- ~~Such a challenge would involve the submission of written notice detailing the specific entry or entries to be challenged and the basis of the challenge.~~
- ~~Parents requesting a hearing would be informed of the administrative procedures established by District #44. The steps involved follow the guidelines suggested by the State Board of Education.~~

RADUATION POLICY

Participation in the graduation ceremony and the granting of a diploma is a privilege that is earned. Students are **not** permitted to participate in graduation if:

- They have failed two or more academic subjects.
- ~~They have failed to pass required United States and Illinois constitution exams.~~
- If a student is suspended at the time of the ceremony, he or she ~~can't~~ may not participate in the ceremony.
- Students must attend graduation practice.
- A complete graduation dress code will be given to students prior to the ceremony. Jeans are not allowed to be worn by students participating in the ceremony and strapless dresses need to be worn with a light sweater or cover-up.

Administration reserves the right to make all final decisions on graduation attendance.

HIGH ACCELERATED CLASSES

- Students in grades 6-8 have the opportunity to be selected for participation in high **math** classes at Northlawn Jr. High School.
- All regular education classrooms at Northlawn strive to meet needs of higher functioning students through differentiation of instruction/activities.
- ~~Accelerated math (6th/7th/8th), language arts (7th/8th), and science (7th/8th) are offered for NJHS students.~~
- Students will be selected for accelerated classes-math based on past performance, assessment results, (**PARCC**), teacher recommendations and class space availability.
- Student participation in accelerated classes-math is reviewed annually. Students and parents should understand that accelerated classes-math ~~is are~~ taught at a challenging level and that students will receive more work to be completed at home. Earning an A should not always be expected. Students are not always able to move out of accelerated classes once the course begins.
- All 8th grade students will be assessed during their 8th grade year to determine placement in Streator High School accelerated classes.

PE (Physical Education)

- All 7th & 8th grade students participating in PE classes are required to dress in the regulation PE uniform.
- 5th and 6th graders only need tennis shoes. They do not wear a uniform.
- The uniform consists of a reversible royal blue and white shirt and royal blue mesh shorts.
- The uniforms may only be purchased from the PE Department. The cost is \$23.00. New uniforms can be ordered at registration. Students will get them when school starts.

~~Students who come to class without their uniforms will have the option of "renting" freshly laundered clothes from school for the day.~~

- ~~A PE shirt or shorts may be rented for 25 cents each. A complete uniform may be rented for 50 cents.~~
- ~~Rental fees will be recorded and collected monthly. In addition to the uniform, students are required to have socks, gym shoes that tie (**no slip on or platform gym shoes are allowed**), and for the cooler weather—sweat shirt and sweat pants.~~
- ~~PE clothes should be taken home and laundered at least once every week.~~
- ~~A student may be excused from participation in PE due to an injury and/or medical condition for a maximum of 2 days based on a written request from the parent and approval by the nurse or principal.~~

- ~~A note from a medical doctor would be required if the condition or injury requires that the student be excused beyond 2 days and/or for an extended period of time.~~
- ~~Grades in Physical Education are based on:~~
 - ~~Participation, cooperation, attendance, attitude, and skill.~~
 - ~~PE shorts must be worn properly at the student's waist, above the hips at all times.~~
 - ~~Shirts must fit properly and be free of devices.~~
 - ~~For safety purposes, students must follow teacher directive regarding appropriate tying of gym shoes, hair management, and jewelry/piercing guidelines.~~

Advisory Period

Advisory will take place the first period of each regular dismissal day for 6th-8th grade. In the past, most students have referred to this hour of the day as study hall or RTI. At the start of each advisory period, the principal will lead the school in the Pledge of Allegiance and a moment of silence. ~~Names will be drawn for students who have been given Mission Possible Tickets by staff members for demonstrating positive character traits. The principal will also review a weekly character trait, vocabulary word of the day or trivia question related to a theme. Club or athletic announcements are also given. Twice a month teachers will do a character lesson with students. Advisory time will be used to work on social-emotional skills. If there is no specific lesson/activity presented during Advisory time, students may have time to study for tests or ask questions about homework. Students generally have time to study for tests or ask questions about homework.~~ Students should try to have most of their homework completed prior to coming to school. 8th graders can also sign up to be 8th grade helpers. ~~The first 10 minutes of the morning will be used for reading. Band is also held during this time on alternating days. Band students will be dismissed at 8:35. Jazz Band is held on Fridays. 7th grade students will have an opportunity to work on their computer skills.~~ Students have a check-out and planner time at the end of last period. Students who are receiving detentions will be called to the office at this time to receive a letter to take home to their parents. The letter will be stapled inside of their planner.

SCHEDULE A — REGULAR					
Mon, Tues, Thurs, Fri — (AM Advisory)					
6th Grade		7th Grade		8th Grade	
Pd. 1	7:55 — 8:30	Pd. 1	7:55 — 8:30	Pd. 1	7:55 — 8:30

~~On Wednesdays students have Advisory in the morning, but do not have check out at the end of the day unless they have been assigned to a check out mentor.~~

Advisory Procedures & Expectations

- Social-emotional lessons will be done during Advisory time.
- Bring academic materials, including daily planner.
- Make sure assignments are written in planner.
- Work quietly and as individuals.
- Teachers will assist students.
- Students will not be allowed to leave advisory unless they have permission from another teacher or administration.
- Some 8th grade students are given an opportunity to be 8th grade helpers in other classrooms and the office.
- ~~We will also continue working on character education and vocabulary.~~

RESPONSE TO INTERVENTION TEAM

- Response to Intervention is a three-level (tier) process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis.
- The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational and social/emotional program.

Tier 1: School-wide Focus

- This school-wide Tier 1 focus on social-emotional learning will include lessons and activities (primarily during Advisory period) that strives to ensure that all students learn the self-management, communication, decision making, and goal setting skills they need to be successful in life.
- RTI team will meet weekly and focus on a different grade level each week. Grade level teachers will attend meetings to discuss student concerns and get assistance in creating intervention plans to help students be successful in the classroom. Teachers will maintain data on success of interventions and report back to team.

Tier II: Small group/Individual Focus

Students who are not making significant progress through Tier I will be moved to Tier II where they will be placed in RtI homeroom. This homeroom has a small amount of students in an effort to maximize individual attention for each student.

- The RtI teacher acts as the students' advocate within the school and coordinates with teachers.
- RtI team will develop Intervention plans/alternative plans in an effort to assist students with help from psychologist, social worker, administration, teacher, student, and RtI interventionist. Individual goals will be set for these students based on individual needs.
- The RtI teacher will set up meetings and maintain regular communication with parents.

Tier III: Small Group/Mostly Individualized Focus

Students who are not successful in Tier II (after several interventions have been attempted which is determined by RtI team) will be referred to alternative classroom for needed assistance. The classroom will be run by a teacher who will supplement an on-line curriculum in an effort to meet student academic needs. Participation in alternative classrooms will vary depending on student need. The goal is to meet student needs and return to the regular classroom as determined by established criteria.

- Although all students go through the RtI process, the 5th grade students have Teaching Assistants who will help facilitate Tier II and III interventions before the alternative classroom is considered.

SOCIAL WORK SERVICE

- A social worker is available to help students cope with conflicts, feelings, and other necessary concerns.
- Students may be referred to the social worker by self-referral, administrative referral, or by parent referral.

DRESS CODE

- Any student whose appearance causes confusion, distraction, or a safety hazard will need to turn their shirt inside out, wear their PE uniform, be given different clothes, call parents or be sent home for suitable attire.
- If a student refuses to comply or continually dresses inappropriately, disciplinary actions will be issued. Please check your child's clothes before he/she leaves for school.
- Dress or appearance should fit the occasion.
- No clothing or accessories that display vulgar, suggestive, racial, gender offensive or outlandish pictures will be permitted. (Includes *Hooters Restaurant Shirts*)
- No clothing or accessories that advertise alcohol, tobacco, and/or drugs or that have suggestive lettering or profanity will be permitted.

TOPS

- All tops must be long enough that they can be tucked in if necessary.
- Low cut shirts revealing in nature are not permitted.
- At no time should any undergarments be visible.
- No spaghetti strap tank tops or sleeveless shirts with large armholes.

BOTTOMS

- Shorts, skirts and skorts must extend past one's fingertips when arms are at the sides of one's body.
- Pajama bottoms are not permitted.
- All pants/shorts must be worn properly at the student's waist above the hips at all times.
- No skin tight pants, spandex, leggings, jeggings, yoga pants unless a long, loose shirt is worn. The shirt must be long enough to reach your upper thigh.
- No inappropriately ripped or torn clothing. No large holes above the knee.
- At no time should any undergarments be visible

SHOES

Shoes must be worn at all times.

ACCESSORIES

Hats and sweatshirt hoods are may not to be worn in the building. While on school property, hats must be worn as originally intended.

- Sunglasses are not to be worn in the building unless prescribed by a doctor.
- Coats and jackets should be kept in lockers and are NOT to be worn in classrooms.
- Sweatshirts and sweaters are acceptable classroom attire on cooler school days.
- Heavy neck chains and wallet chains may not be worn at school.
- Purses should be left in the locker and are not permitted in classroom, lunchroom, library, etc.

- Book Bags-Although book bags or other carrying devices will be allowed to transport books and supplies to and from school, students will not be permitted to bring book bags or any other carrying type device into the classroom. Book bags must remain in student lockers throughout the learning hours.

SCHOOL ITEMS

STUDENT PLANNER

- You will be expected to take your Daily Planner to all of your classes.
- You are expected to write your daily assignments in the planner.
- You will need to use the passport page to get a pass to go to other parts of the school (library, restroom, etc.).
- If you lose, destroy, or deface your daily planner, you will need to buy a new one (\$8).
- You are expected to have your planner signed by your parent or guardian. Your study hall or homeroom teacher will tell you when it needs to be signed
- Students will receive consequences for not having their planner signed.
- If a student receives a school or classroom detention, it will be stamped in the planner or a note from the teacher will be in the planner.
- Teachers also use the planner as an important form of communication with parents. It is very important that parents in all grade levels check daily for notes from teachers.
- If a student receives a Big Hall detention from administration, there will be a letter stapled in the child's planner.

CELL PHONE/SPEAKERS POLICY

- If you bring your cell phone to school, it needs to be turned off before you enter the building.
- Speakers used to amplify music through phones are not allowed on school property without permission from school authority. Speakers will be treated like cell phones.
- ~~Cell phones should not be visible or used during the school day. Phones are to be kept in the locker. We prefer that you keep it in your locker.~~
- Cell phones that are not put away will be confiscated and kept in the office. Cell Phones will be put in a locked location with the ~~students~~students' name attached to the phone. Cell phones will only be released to parents. If parents cannot pick up the phone between 7:30 a.m. and 3:30 p.m., the parent should call an administrator. The name of the person picking up the phone must be listed as the student's guardian on student records.
- Cell phones are not allowed in restrooms or locker rooms. Students found using phones in restrooms and lockers may receive additional consequences.
- Students who refuse to give phones to a staff member when requested ~~will~~may receive a day in the learning adjustment center.

Consequences for Cell Phone and Speaker Violations:

1st Violation	The cell phone (<u>speaker</u>) will be confiscated by staff and turned in to the office. A parent/guardian must pick the phone up between 7:30 a.m. and 3:30 p.m. If this is not possible for the parent or guardian, the parent or guardian should call the principal or assistant principal.
2nd Violation	The cell phone (<u>speaker</u>) will be confiscated by staff and turned in to the office. A parent/guardian must pick the phone up between 7:30 a.m. and 3:30 p.m. If this is not possible for the parent or guardian, the parent or guardian should call the principal or assistant principal.
3rd Violation and continued violations	The cell phone (<u>speaker</u>) will be confiscated by staff and turned in to the office. The phone must be picked up by a parent/guardian between 7:30 a.m. and 3:30 p.m. If this is not possible for the parent or guardian, the parent or guardian should call the principal or assistant principal. A big hall detention will be assigned.

LOST & FOUND and VALUABLE ITEMS

- You should leave valuable items at home. This is the only way to guarantee their safety.
- The school is not responsible for valuable items that are lost or stolen.
- If you find or lose an item, please check the office. A lost and found table is located in the hallway near the gym.
- Students must keep their locker locked. Students who do not keep their padlock locked on their locker may receive consequences. Locks are for your child's safety. If your child is having trouble learning how to do their combination, we can help.

STUDENT LOCKERS

- 5th-8th graders will be assigned a school locker to use for the entire school year.
- ~~Some 5th graders will have hooks in their classrooms.~~
- You should use your locker to store your:
 - [1] books and school supplies,
 - [2] backpack and/or purse
 - [3] coat.
- Your locker is school property and school officials may search your locker - with or without the student's knowledge or consent - if there is reasonable concern of inappropriate materials within the locker.
- You must keep your locker locked at all times. This is for your safety and protection.
- Do not share your locker or your lock combination with any other student.
- Your locker should be cleaned out, at least, on the designated locker clean out days and at the end of the year.
- You will be assigned a lock for your locker to use for the school year. If you lose this lock, you will need to buy a new one from the office (\$7).

CAFETERIA

BREAKFAST/BREAKFAST AFTER THE BELL

- A school breakfast is served daily in the cafeteria from 7:30 a.m. - 7:50 a.m.
- Breakfast is free to all students.
- Breakfast after the bell will also be made available to students.
- Students must follow all cafeteria rules listed below.

LUNCH

- All students have 30 minutes for lunch, are required to eat in the cafeteria, and may not leave the school grounds.
- Students will enter the cafeteria and be seated at their assigned table.
- They will be called by table to be served.
- Carbonated soda pop/high energy drinks are not permitted in the cafeteria during the lunch period.
- Free lunch is provided to students.
- Ala cart items are available for purchase.

PAYMENT PROCEDURES

- **All students will be required to pre-pay for all purchased cafeteria food.** Purchasing food on a daily basis will not be permitted.
- Pre-Payments will be collected on Thursday and will be good for food purchased the following week (beginning Monday). Parents are strongly encouraged to send checks, instead of cash, with their children. The name of the student should be included with the check.
- Money collected will be placed in one account and can be used for ala carte items.
- Money will be automatically deducted from the account as students check out using their PIN number.
- Student accounts can be viewed through on-line parent access.

CAFETERIA EXPECTATIONS

5th, 6th, and 7th grade teachers walk with their students to and from the cafeteria.

Parents: Please talk with your child about appropriate cafeteria behavior.

Use of the cafeteria is considered a privilege. School discipline, including removal from the cafeteria, may be administered for inappropriate behaviors.

Basic rules to be followed in the cafeteria are:

- Students will be respectful and courteous at all times.
- No school materials, purses, or backpacks are allowed in the cafeteria. (Some students like to read, they may bring a book)
- Students will follow directions, be prepared, and stand in line appropriately.
- Students will keep their table and floor clean.

- Students will stay in their assigned seats and must have permission to leave.
- Students are prohibited from bringing food from outside restaurants (fast food restaurants).
- Students will not share food regardless of origin.
- Students will keep all food in the cafeteria.
- Students should quietly leave the cafeteria. Other grade levels are in class.

LIBRARY & INTERNET

- Students who have signed the Student Acceptable Use Policy for the current year and who have been issued Technology and Internet Licenses may use the Internet for teacher-directed assignments while under teacher supervision.
- Any abuse to the equipment or any infraction of the agreement will result in partial or complete loss of technology privileges along with any other disciplinary action that is warranted.
- Students will be responsible when using classroom computers and Laptop computers

LIBRARY & MEDIA CENTER

- The library may be used for school research work and leisure reading.
- When students need help in using the card catalog or automated catalog online for locating materials or using the reference sections, they should ask the library clerk for assistance.
- The library is open daily from 8:00 a.m. until 2:45 p.m. It may be closed 30 minutes each day for the librarian's lunch period.

LIBRARY & MEDIA CENTER PROCEDURES

- Students must have a pass from the teacher assigning the library work, and show it to the library clerk as they sign in.
- Students wishing to check out a book must have their planners containing their library card.
- Most library books may be checked out for a two-week period and may be renewed.
- Magazines may be checked out for 1 day.
- Reference materials do not leave the library.
- Fines for late returned books are 10 cents per school day. Lost books must be paid for at the full replacement cost.
- A student may check out up to two (2) Accelerated Reader books and one (1) other book or magazine at a time.
- A fine will be charged for damage to books beyond ordinary wear. The amount will depend on the extent of the damages.
- Any student ~~owing a large fine or~~ having one (1) overdue or lost book will not be allowed to check out a book until ~~the fine is paid and~~ the book is returned or paid for.
- Materials removed from the library without proper authorization will be regarded as stolen.

HOME-BASED ~~WEB SITES~~ COMPUTER USE

While home-based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer in a manner that results in material and/or substantial disruption to the school and/or is considered a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

AFTER SCHOOL PROGRAM (RTI Support)

GRADES 5-8

- The after school program will be held in the Media Center from 2:55 p.m. – 3:55 p.m. Mondays, Tuesdays and Thursdays. ~~Students must be referred by their teacher to participate in the program.~~ The after-school program is primarily for students who are struggling in their classes. Parents, teachers, and students may request participation in the After School Program. Occasionally, parents will be contacted during the day to approve participation (on that day) in an effort to complete missing assignments.
- NJHS staff members will be available for tutoring support and to monitor student use of computers for academic assignments. This is not a time for students to play games on the computers.
- Students should be prepared to be picked-up by parents, walk home as soon as the after-school program ends, or ride the activity bus (pick-up at 3:55 p.m.). Activity bus routes are available on the website or in the main office.
- Adult supervision of students after 3:55 p.m. will not be available and the students will be required to leave the school grounds.

- Northlawn has a late pick up policy. Students who are picked up late for the third time, will not be allowed to stay after school.
- Students must bring work to do. Please talk to your student's teacher if you are not sure what they should be doing.
- On the third occasion where as a student does that not have material to work on, he or she will not be allowed to attend the program until the problem is resolved.
- If a student is disruptive in the Afterschool Program
 - ◆ First Incident: Student will be suspended from entry into the Program for 1 week
 - ◆ Second Incident: Student will be suspended from entry into the Program for 2 weeks
 - ◆ Third Incident: Student will not be allowed back into the Program for the rest of the calendar school year and will be referred to administration.

- Students must bring work to do. Please talk to your student's teacher if you are not sure what they should be doing.

Positive Behavior

Northlawn focuses on a proactive approach for teaching positive behavior and school-wide expectations. Our goal is to reduce the use of reactive discipline measures and instead teach students to be respectful, responsible, and ready to learn. Students in all grade levels are introduced to the matrix in their classes. Students are instructed on various aspects of the matrix and continually reminded by staff of these positively stated expectations. ~~This year students will have assigned restroom times with their classrooms.~~ The expectations are specifically explained in the matrix. Students are acknowledged by staff for their positive behaviors. Students are rewarded by positive incentives throughout the year.

ASSEMBLY PROCEDURES & EXPECTATIONS

Northlawn believes that it is important to prepare a well-rounded student and also offer some fun activities for our students. On several occasions we will bring in speakers and offer fun activities for students. Students who act appropriately and do their best in school will have the opportunity to attend assemblies.

- Students will proceed directly to the assembly with their scheduled class and will sit in pre-assigned areas without stopping along the way.
- Students are expected to be silent and attentive and observe the rules of common courtesy. Booing, shouting, whistling, stomping and other forms of rude behavior are not acceptable.
- At the conclusion, students are to remain seated and will be dismissed in an orderly manner. Any student engaging in misconduct at an assembly will be removed and will receive school discipline. The student may be excluded from future assemblies.

	ALL SETTINGS	BATHROOM	HALLWAY	CAFETERIA
RESPECTFUL	Be honest Be aware of personal space Use appropriate language with peers and adults Use reasonable inside voices Respond positively when spoken to Keep school free of graffiti	Use your agenda as a pass Give people privacy	Keeps hands and feet to yourself Keep to the right in hallways and on stairways Walk at all times Be aware of people around you Use appropriate language with peers and adults	Keep hands and feet to yourself Use a reasonable inside voice Keep your place in line Use good manners
RESPONSIBLE	Follow school expectations Follow the school dress code Keep all areas clean Help others when needed Exit the building immediately after school or be in a designated area by 2:45 pm	Clean up after yourself Wash your hands with soap and water Put paper in trash Keep sink clean Turn off water Flush toilet after use	Store coats, backpacks, and electronic devices in your locker Turn cell phones off when entering the building and keep off until after school Keep hallways clean Keep locker organized Report dangerous situations/bullying	Eat only your own food Do not purchase food for others Stay in assigned eating area Stay in seat until dismissal Keep food and drink in cafeteria Clean up your table and throw away trash Raise your hand if you need an adult
READY	Arrive on time Listen attentively to announcements Complete all homework Have your planner signed	Quickly return to class	Have materials you need for your next class When you are not in class, you are on the way to class	Enter and be seated at assigned table Wait until your table is dismissed to leave

SCHOOL ACTIVITIES ACTIVITY PARTICIPATION REQUIREMENTS

Students who have accumulated the following (in one quarter) will be ineligible to participate in a school incentive activity:

- ~~Unexcused absences.~~
- ~~Received three (3) or more office/Big Hall detentions~~
- ~~Accumulated too many grade level points. The number of points will be determined by the grade level team and explained to students at the start of the quarter.~~
- ~~More than one (1) LAC, OSS or Bus Suspension lasting one (1) day or more (more than one referral)~~
- ~~Any consequences from a Level 2 or 3 Behavior~~
- ~~Failing any subject during the quarter of the activity.~~
- ~~These activities may include parties, field trips, etc.~~

~~Administration has final determination.~~

~~Participation in activities such as parties, field trips, and incentives may be determined by behavior and/or academics.~~

- ~~Criteria for academic and/or incentive activities will be set and announced prior to start of the quarter or another reasonable amount of time.~~
- ~~Administration has the final determination for participation in activities.~~
- ~~Students serving disciplinary consequences such as OSS, IAC, or a detention may not stay after school that evening to attend any sports or activities.~~

Point Sheets- 5th, 6th, 7th and 8th grade teachers also use point sheets.

~~All s~~Students carry point sheets with them throughout the day. Point sheets are used as a communication tool between teachers and parents. Teachers record homework and behavioral problems. When students accumulate too many points, classroom consequences and/or administrative consequences are assigned. ~~Students also may not be allowed to attend school activities or field trips.~~ Accumulation of lost points may impact privileges and participation in school activities. ~~Students not receiving points are rewarded with quarter activities and field trips. Teachers record behavior issues and homework not turned in.~~ Students who maintain a determined amount of points will qualify for incentive activities. ~~When a student has five missing assignments, he or she is given an after school mandatory study hall.~~ When a student accumulates too many points, a parent meeting with teachers and/or an administrator may be requested.

~~Students who serve OSS, LAC or detention, may not stay after school that evening for any sports or activities.~~

- ~~All eligibility is at the discretion of the administration.~~

SAFETY

~~When students leave school, they should avoid walking on private property and should be respectful of adults they interact with.~~

~~Students should remain out of the roadway and stay away from cars. Students should walk and ride bikes on sidewalks.~~

PLAGIARISM POLICY

Plagiarism is defined as directly copying from a website, book, magazine, journal, or published text without giving credit to the author. Students and their parents are expected to sign an acknowledgement form outlining the Northlawn Plagiarism Policy and the consequences for violating the policy.

Student Behavior STUDENT DISCIPLINE

It is the goal of the Streator Elementary Schools to administer discipline fairly, firmly, and consistently in an effort to create a physically and emotionally safe environment in which all students can learn effectively, develop good self-discipline, recognize responsibility to themselves and others, and modify unacceptable behavior. Our hope is that we can change student behavior by using interventions before student behavior progresses and needs higher levels of interventions

- Disciplinary procedures for Streator Elementary Schools are governed by federal, state, and local laws/guidelines, as well as by the District 44 Board of Education Policies.
- Disciplinary action will be administered by the proper school officials and each student will be given notification before any disciplinary action is enforced.
- All individuals will be given their rights of due process. Parents of students who are suspended out of school will be contacted. Please make sure that we have updated phone numbers at all times. Any student and/or parent may appeal disciplinary action to the Building Principal ~~Mrs. Janeek~~. In the event a hearing is requested with the Superintendent and/or Board of Education, disciplinary actions will be enforced until a decision is rendered.

On the following pages is a list of offenses prohibited by the Streator Public School Code of Conduct and the disciplinary actions used in dealing with those offenses.

Each teacher has established a classroom management plan that will be implemented prior to making an office referral, unless the behavior is of such serious nature that an immediate referral is warranted. A pupil should be referred to the office when, in the opinion of the teacher, the seriousness of the offense or the disruptive effect makes the continued presence of the child in the classroom detrimental to the educational process. We ask that teachers contact you before the problem become a referral. In some cases, this can't occur because the situation warrants immediate removal from class.

CONSEQUENCES AND INTERVENTIONS

All teachers have established classroom management plans in which they attempt to handle disciplinary situations within their classrooms. Each student also has a point sheet used to record academic or behavior problems. This point sheet is also a valuable tool for parent communication. Teachers attempt to contact parents for extreme or repetitive behaviors. They may use a referral to the office for extreme behaviors in which the seriousness of the offense

Actions and consequences are not limited to the list below. Teachers also try moving student seats, giving verbal and non-verbal reminders and standing near students. Administration reserves the right to assign consequences. Students should not automatically expect that they will receive the minimum or maximum action. As misbehaviors continue, consequences may become more severe and could lead to alternative school placement or expulsion. The following is a list of disciplinary actions that teachers and administration could use as consequences for behavior. The assignment of consequences for inappropriate behavior is at the sole discretion of the administrator who has consulted the state and district guidelines:

NAME OF ACTION	DESCRIPTION
INFORMAL TALKS	School personnel will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results may be recorded and kept on file.
Classroom Behavior System	A classroom level system created as an incentive for students.
<u>Point Sheet – Loss of Points</u>	<u>Each student has a point sheet. Points are taken for inappropriate behaviors and/or incomplete assignments. Accumulation of lost points may result in further consequences such as detention or referral.</u>
Student Conference With Teacher	Meeting between the teacher and student before or after class
Conference with Parent And Team	The student's teachers meet with parent(s)
Conference with Parent, Teachers And Administration	Principal or Assistant Principal meet with parent and teachers
Conference With Parent And Teacher	One teacher meets with parent and student
Brain Breaks	Teacher uses small activities to allow students an opportunity to clear their head and move around a little bit
Chill Pass- Temporary Removal From Class	Student gets a time out from class in another teacher's room or in the office. An administrator may also remove the student from class for an extended amount of time.
Warning	By Teacher or Administration
Behavior Plan	Parent, teachers, student and administration create a plan focusing on one thing the student is struggling with
Student Apology Letter	Student writes apology to staff or student
Community Service With Parent Consent	Allow student an opportunity to do community service for their school
Conflict Resolution	Student meets with Social Worker or Behavior Interventionist to talk through issue
Seizure of Contraband	Confiscation and temporary -retention of the personal property that was used to violate school rules. Returned to parent <u>or given to police-</u>
Student Conference	A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. Action taken and results of the conference may be recorded and kept on file.

Restitution/Restoration	A student who causes destruction of property may be financially responsible for replacing or restoring the damage he/she has caused. Restitution is not the consequence.
Behavioral Contract	Contracts including those between students/students, students/teachers, students/school, can be devised in an effort to solve behavioral issues.
Parent Contact	Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, email, planner, and/or letter.
Referral to Social Worker or Outside Agency	Students may be required to meet with an assigned counselor/social worker on a periodic basis. The counselor/social worker will advise students concerning ways of improving his/her behavior and may recommend special projects to the student including reading, attending seminars, etc. Outside agencies may also be used as a school resource when dealing with student behaviors.
Assignment of Extra Work or Duties	Students may be required to complete extra work or duties. These activities may be in the form of writing or physical act such as cleaning up the cafeteria after throwing food, writing sentences or a letter of apology, and helping to repair damage they have caused.
Deprivation of Privileges	Extracurricular activities are special privileges offered to enhance the students' over-all learning experience. Other benefits, such as riding the bus to and from home, riding bikes to school, eating in the cafeteria, using school equipment, walking in the halls with other students, sitting with other students, doing group work, using restroom at same time as others, special activities/programs, and field trips are also privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded and kept on file.
Restriction	Restriction is the removal of student from normal daily procedure and environment. It is a form of deprivation of privileges/detention and could include placement in a section of the classroom, an alternative classroom, or Learning Alternative Center in an effort to separate the offender from others who may exacerbate offensive behaviors. Time-out is a form of restriction. Restriction can be administered by a teacher or through the office. Restriction may be used in place of LAC.
Learning Adjustment Center	<p>The Learning Adjustment Center requires students to be removed from the school population and be placed in a separate room for a prescribed period of time. The students being detained are responsible for completing all daily assignments provided by their teachers and are expected to follow all classroom/school rules. The student eats lunch in the LAC room and may complete character education work.</p> <ul style="list-style-type: none"> • The student is assigned to LAC and will be under the supervision of a staff member. • Students reporting to LAC may be required to participate in and complete activities developed to analyze & correct inappropriate behaviors and/or participate in school based community service activities in an effort to help them recognize that their behaviors affect others. • Students will have assigned seats and will silently be on-task at all times. • Students will be expected to work on assignments for the duration of the restriction/suspension. • Restroom facilities are located near the LAC room and may be used by permission of the supervisor. • Students must bring all textbooks and materials to the LAC. • Any student disrupting the learning opportunities of the rest of the students in the LAC could be subject to an out of school suspension. • Students in LAC are not allowed to participate or attend any school sponsored activity while they are on suspension. • Students will eat lunch in the LAC room. A sack lunch from the cafeteria will be provided. • Some students may receive an extended LAC which can end an hour or two after the school day.

Out of School Suspension

The student must remain off school property for the duration of the suspension and under supervision of the parent/guardian. Students who return to school without principal permission while under suspension can be arrested for trespassing. Parents may also request schoolwork at the time of the suspension. Teachers will need time to get the work together. The parent will arrange for a time to pick it up.

Failure to request or to complete assignments within the given time frame will result in a loss of credit. Students will receive full credit for work that is turned in when he/she returns to school. Parents should request homework in the school office. Students must turn in work when they return to school.

Short Term Suspension 1 to 3 Days

- a. Student's presence at school would pose a threat to school safety; OR
- b. A disruption to other students' learning opportunities.

Long term Suspension 4 to 10 days

- a. Other appropriate and available behavior and disciplinary interventions have been exhausted; AND
- b. The student's continuing presence in school would either
 - 1) Pose a threat to safety of other students, staff or members of the school community; OR
 - 2) Substantially disrupt, impede or interfere with the operation of the school.

This is determined on a case by case basis by school administrators.

Re-Engagement of Returning Students

Students who return from an out of school suspension will be placed in a daily check in check out program with an assigned staff member for a minimum of 6 weeks.

The building principal, Assistant Principal or another staff member shall meet with the student returning from an out-of-school suspension, expulsion or alternative school setting. The meeting may not be on the exact day the student returns. 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. This period of time will be the same as a student who has been absent from school. (a day for a day). The student will be assigned his or her check in check out mentor. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported to the parents or guardians of each suspended student. The report to the parents shall be mailed through the U.S. Mail or by personal delivery.

If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then in such cases the student may be suspended immediately and given an opportunity for a hearing within 24 hours.

The letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review the suspension. The procedure for review, if requested, shall be as follows:

All requests for review shall be made by the parent or guardian within five days after receipt of notice of suspension and shall be made to the superintendent in writing.

The parent or guardian requesting the review shall appear and discuss the suspension with the principal and or the superintendent. Hearings shall be held within five days after the receipt of request for review. Thereafter, the superintendent shall report to the Board the evidence heard at the meeting. The Board may take such action as it finds appropriate; provided, however, any hearings thereon shall be held in executive session for the protection of the student involved.

A student shall be reinstated by the principal or his/her representative only.

Police Involvement	As required by State law (105 ILCS 5/10-20.14), District 44 schools are required to establish and maintain a reciprocal reporting system with local law enforcement agencies regarding criminal offenses committed by students. Police may be involved for criminal acts including but not limited to severe or constant acts of aggressive behavior; possession, distribution, or use of any type of weapon, tobacco, drug, alcohol, narcotic, or noxious substance; acts that endanger public safety; or theft. The appropriate authorities will be notified of criminal acts. School officials shall seek appropriate prosecution of violators regardless of whether or not the victim wishes to also prosecute.
Expulsion	Up to two years

BIG HALL DETENTIONS & ACCUMULATION OF BIG HALL DETENTIONS

- Student assignments to detention hall are made only by the Assistant Principal/Principal. Detentions are a serious matter and can lead to higher consequences. Students attending a detention cannot attend any after school activities on the same day.

DETENTIONS	
Monday	2:45 - 3:50 7th and 8th
Tuesday	2:45 - 3:50 5th and 6th
Wednesday AM	7:10-7:50 All grades schedule with office
Thursday PM	2:45-3:50 7th and 8th

Students will be given advance notice of a detention (at least one day) so that their parents may provide for transportation home. Students will be expected to bring school work and to keep busy. No talking or sleeping is permitted. Students are given a notice in their planner. Please check your child's planner to see if they have been assigned a detention.

- Missing a detention or dismissal from detention hall for poor behavior or refusal to work will also result in the student being assigned LAC the following day. Students are responsible for informing their parents of the detention. Parents should pick up students in the front of the school. (Flag Pole Side).

ACCUMULATION	CONSEQUENCE
5 Detentions	When a student receives 5 detentions, the administrator can assign a higher consequence.
10 Detentions	When a student receives five more, the administrator will review for an additional consequence.
15 or More Detentions	Each time the student receives five more detentions, the administrator will review and decide on additional consequences. Students will start over at 0 but past detentions will remain on their discipline record.

Prohibited Student Conduct

Level I Behaviors (Can move to a higher level)

Arguing and Confrontations—~~Be Respectful~~

Bicycle On Property—~~Be Responsible~~

Defacing and Damaging School Property—~~Be Responsible~~

Defiance and Refusal—~~Be Respectful~~

Disrespect—~~Be Respectful~~

Dress Code Violation—~~Be Responsible~~

Food/Drink In School Without Permission—~~Be Respectful~~

Hallway Misconduct—~~Be Respectful~~

Leaving Classroom Without Permission—~~Be Responsible~~

Littering—~~Be Respectful~~

Loitering and Trespassing—~~Be Responsible~~

Lying and Dishonesty—~~Be Respectful~~

Profanity and Gestures—~~Be Respectful~~

Prohibited Items—~~Be Responsible~~

Refusal to Identify—~~Be Respectful~~

Safety Violation—~~Be Safe~~

Gum Chewing—~~Be Respectful~~

Play Fighting—~~Be Safe~~

Level II Behaviors (Can move to a higher level)

Fighting or Pushing and shoving—~~Be Safe~~

Failure to Complete Detention—~~Be Responsible~~

Intimidation—~~Be Respectful~~

Bullying—~~Be Respectful~~

Cyber Bullying—~~Be Respectful~~ (Bullying through the use of technology or any electronic communication)

Cheating/Plagiarism—~~Be Responsible~~

Disorderly Conduct—~~Be Respectful~~

Forgery- Be Responsible
Harassment- Be Respectful (Race, Sexual Orientation, Religion, Ethnicity, Gender)
Sexual Harassment- Be Respectful
Truancy- See Truancy Section
Skipping class- Be Safe
Unlawful Assembly Be Respectful
Verbal Abuse- Be Safe
Tardy <u>to class or school</u> 1st Tardy Warning, 2nd Tardy Teacher Calls Home 3rd Tardy Detention (For Each Class)
Tardy To School (1st Tardy Warning) Lunch Detentions for each additional Tardy
Level III
Accessing Inappropriate Internet Website or Bringing Inappropriate Books, Pictures or Magazines to School Be Respectful
Fighting- Be Safe
Arson- Be Safe
Assault- Be Safe
Bomb Threat- Be Safe
Extortion- Be Safe
Gambling- Be Safe
Robbery and Theft- Be Safe

Level III Behaviors

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
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:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. "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.
 - g. 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.
 - h. 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.
4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. 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.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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.
20. 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.
21. 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.

Weapons Prohibited

A student who accidentally brings something to school such as a pocket-knife should immediately report it to an adult. Students who report the item to the office and turn it in, will not be given consequences. We realize that students may use these items with adults during the weekend.

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.

Attendance Guidelines

~~There are two types of absences: excused and unexcused.~~

~~Excused absences include: illness, observance of a religious holiday, 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 safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.~~

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

~~In the event of any absence, the student’s parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.~~

~~Attendance is a critical factor in student’s achievement and success in school. It is the responsibility of every parent to insure that his/her child attends classes regularly. Attendance policies are designed to develop student’s punctuality, self-discipline and responsibility.~~

Reporting Absences: It is the obligation of a student's parent or guardian to contact the Northlawn office before 8:00 a.m. if a student's absence has not been pre-arranged. This call must be made on the same day of the student’s absence. Parents may leave this information on the school’s answering machine. If an absence has not been reported, the office will attempt to contact the parent or guardian at work or at home. Students for which no call or note was provided by the guardian will be considered unexcused.

Chronic Absenteeism

All Illinois students are covered under the Every Child Succeeds Act (ESSA) which states “Chronic absence, defined as missing 10 percent of school days within one academic year for any reason.” This means excused or unexcused absences will be counted the same way for state reporting.

Consequences for Absences – Unexcused and Excused

<u>Student absent 10% of year</u>	<u>Student absent 15% of year</u>	<u>Student absent 20% of year</u>
<ul style="list-style-type: none"> • <u>Letter home</u> • <u>Student conference with NL staff member</u> • <u>Referral to School Resource officer</u> 	<ul style="list-style-type: none"> • <u>(See 10% consequences)</u> • <u>Referral to Truancy officer</u> • <u>Medical note requested</u> 	<ul style="list-style-type: none"> • <u>(See 10 & 15% consequences)</u> • <u>Truancy Ticket given</u> • <u>Parent may be summoned to Truancy Hearing</u>

Excused Absence

This absence is defined as personal illness, death in the family, or extenuating circumstances approved by the administration. Absences classified as Excused permit the student to make up assignments as long as the makeup is accomplished within the time limit established by the school. A student with an ~~excused~~ absence has the day the student returns to school to collect the assignment(s) and one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame.

A student who has been absent for five or more consecutive days or 10 or more days in a nine-week period due to illness or has tested positive for a communicable disease will be required to provide the school nurse/ principal with a physician note allowing the student to return to school.

A student who has been absent five or more days in a nine-week period will be required to have a doctor’s note to excuse the absence.

Pre-Arranged Absence - Excused

This absence is defined as that which can, and should be, arranged for in advance. One day of advanced notice is requested for each day of anticipated absence. To receive credit for work assigned in advance, the work must be completed upon the student's return to classes. Absences in this category include:

- Doctor or dental appointment verified by appointment card
- Court appearance verified by an official summons
- Religious appointments verified by a note from the clergy
- Participation in school activities

Pre-Arranged Absence - Unexcused

This absence is defined as that which can, and should be, arranged for in advance, but will not be excused. ~~Students will be allowed to make up their missed work for maximum of (10) days per year if the pre-arranged absence form is completed and turned in to Northlawn. If absences in this category exceed ten cumulative days in a year, work missed on the eleventh day forward will receive a grade of zero.~~ Two days of advanced notice for each day of planned family vacation are requested. Work assigned will be given full credit if it is completed upon the student's return to classes.

Absences in this category include:

- Family vacations or trips of educational value

Unexcused Absence (Truant):

An unexcused absence is defined as willful absence from any portion of the school day with or without permission of the parents and without prior approval of the school. ~~Absences in this category will result in a zero being issued for all graded work missed, with the exception of out-of-school suspensions.~~

- Truancy or skipping class
- Missing the bus
- Oversleeping
- Shopping, haircuts, beauty appointments
- Recreational trips
- Out of school suspensions – work can be made up
- Running errands for family or friends on school time
- Babysitting

Potential Consequences

- ~~1st Unexcused Absence - 1 Day LAG - Phone call to parent~~
- ~~2nd Unexcused Absence - 1 Day LAG - Phone call to parent~~
- ~~3rd Unexcused Absence - 2 Days LAG - Meeting Parent~~
- ~~4th Unexcused Absence - 2 Days LAG - Phone Call to Parent~~
- ~~5th Unexcused Absence - 3 Days LAG - Letter to Parent - Contact to ROE - Citation~~

~~Disciplinary consequences will increase based on the number of unexcused absences.~~

Truancy/Excessive Absences

~~A student who is absent from school without valid cause for 5 percent or more of the school year (180 x 5% = 9 days) is considered to be a chronic or habitual truant. Upon the student's fifth unexcused absences the school will send a "Notice of Absenteeism" letter to the parent/guardian concerning the child's absences. The ROE Attendance Officer is notified about the student's unexcused absences and the student will be referred for a citation.~~

- ~~• The city of Streator has passed a city ordinance (CH. 14 Article 1) to prohibit truancy.~~
- ~~• Violators are subject to a \$75.00 fine.~~
- ~~• After a student has 9 unexcused absences, the school contacts the Truant Officer. At this point the State's Attorney will be notified about prosecuting a "truant minor in need of supervision."~~
- ~~• Legal action could include the following: Any person having custody or control of a child subject to this compulsory school attendance, to whom notice has been given of the child's truancy within that school year, and who knowingly and willfully permits such a child to persist in their truancy within that school year, upon conviction of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine up to \$1,500.~~
- ~~Each quarter a letter will be sent to parents of students with excessive absences. These absences can be excused or unexcused.~~
- The City of Streator passed a City Ordinance (Ch.14, Article 1) to prohibit truancy. Violators are subject to a \$75.00 fine.
- Legal action could include the following: Any person having custody or control of a child subject to this compulsory school attendance, to whom notice has been given of the child's truancy within that school year, and who knowingly and willfully

permits such a child to persist in their truancy within that school year, upon conviction of a Class C misdemeanor and shall be subject to not more than 30 days' imprisonment and/or a fine up to \$1,500.

- A student with an absence has the day the student returns to school to collect the assignment(s) and one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame. **On the day of the student return, the teacher may request the student take quiz or tests missed while absent if no test material was covered during the absence.**

Absences and Extracurricular Activities: ~~In the event that a student misses classes in the afternoon on the day of an extracurricular event, they may not participate or attend the event, which includes athletic practice sessions, unless the absence is classified as being excused by the building principal. This policy also applies to absences that occur on Fridays preceding a Saturday event. The student must be at school by 11:00 A.M. To participate or attend an extracurricular practice or event, the student must be present at least half the day of the event (or on the Friday preceding a Saturday event). The principal may make exceptions in extraordinary cases.~~

FIRE AND DISASTER DRILLS

- Periodic fire/tornado and emergency drills are required by law and are an important safety precaution. Each individual teacher will explain the procedure for leaving their room. All students are expected to conduct the drill quietly and quickly for everyone's safety.
- Northlawn also conducts ~~a~~ practice lock down drills for both soft and hard lockdowns. A hard lock would occur if there was a serious threat to the building.

LOCKDOWN

- A soft lock down is used if there is a reason to keep students in class and out of the hallways. There is no reason for parents or students to be alarmed or worried during a soft lock down. A soft lock down is used for various reasons. Soft lock downs are commonly used if a student or staff member has some type of medical emergency. We also do a random dog search of the building once or twice during the year. During a soft lock down teachers continue to teach. If your child were involved in an emergency, we would call you immediately.
- A hard lockdown results when there is a potential threat to the students/building. All students are locked into the classroom until emergency personnel determine the building is safe.

FOOD ALLERGIES

- When, in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the student's condition would meet the definition of "disability" and the substitutions prescribed by the licensed physician will be made.
- The requests for food substitutions must be made each school year.

HEAD LICE

- All students may be checked for head lice by trained examiners during the school year.
- Parents of students found with live head lice will be notified and students will be sent home for treatment. **Readmission to School**—~~A parent must accompany the child to school the following day and present proof of appropriate treatment i.e., a note from a physician, a copy of a prescription, or proof of purchase of an over the counter product.~~
- The day the student returns to school, he/she will be checked by the school nurse. If active head lice are found to be present when the child is rechecked, the student will be sent home until necessary treatment has been completed.

HEALTH SERVICES

- A nurse is scheduled regularly at each district school to provide health services and is on call for any emergency situation.
- First Aid is given to students who may be injured or become ill while in school. It is extremely important that we have current information as to the phone number at home and/or where the parents are employed.
- The school should also have the name and telephone number of a friend or relative who can be contacted in the event that a student becomes ill or is injured and the parents cannot be contacted.

HYGIENE

- Personal hygiene that is offensive or extreme enough to disrupt the classroom environment cannot be tolerated.
- Opportunities (such as showering, use of hygiene products, change of clothing) will be provided for the student to help improve the situation.
- Refusal to comply with request or repeated offenses may result in parent contact and temporary removal from school.

VISION SCREENING

- Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.
- Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months.
- Vision and hearing screening is mandated in the State of Illinois.

BICYCLES

- Bicycles may be ridden to school and are to be parked in one of the following designated areas:
 - East bike rack-east side of building inside chain link fence; ~~South bike rack-south entrance of building on pavement directly in view of classrooms and the main office.~~
 - Fifth grade students may use the bike rack on the west side of the building by the 5th grade entrance.
- All students are responsible for locking their bike and attached accessories.
- Bicycles are not to be ridden on school grounds. Students must walk their bikes on the sidewalks.

BUS INFORMATION

A student must live one and a half miles or more from Northlawn to be eligible to ride a school bus.

BUS CONDUCT

- Students are required to conduct themselves in a manner consistent with established standards for classroom behavior.
- In cases where a student does not conduct himself/herself properly on a bus, or when his/her conduct is in violation of the Rules for Student Conduct, such instances will be dealt with as outlined below.
- Depending upon the severity of the offense, an administrator may inform the parents immediately of the misconduct and revoke the student's riding privileges and/or result in school disciplinary consequences.
- Students are permitted to use their cell phones individually, as long as the usage does not become a disruption or interference to the safety of the students.

BUS EXPECTATIONS/RULES

Students are required to abide by the following rules of conduct in relation to school bus transportation.

- Students must sit down quickly and remain seated throughout the trip or until the bus comes to complete stop.
- Hands and heads must remain inside the bus at all times. Items are not to be thrown out of the bus window.
- Students should not bring non-school items on the bus.
- Be on time at the designated school bus stop; help keep the bus on schedule.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Be absolutely quiet when approaching and crossing railroad crossings.
- Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits.
- Be courteous to fellow pupils and the bus driver. To earn respect, you must first show respect.

BUS DISCIPLINARY PROCEDURES

Students who are suspended from the bus will be given the opportunity to make up work for equivalent academic credit if the parent/guardians notify school administrators that the student does not have an alternative way to get to school.

Major Offense	1-3 Day Bus Suspension + School Consequence
Serious Offense	4-5 Day Bus Suspension + School Consequence
Offense	6-10 Day Bus Suspension + School Consequence; Recommendation of Bus Suspension for the Rest of the year.

- ~~Minor offenses (talking too loud, legs in the aisle, not following directions, inappropriate language, etc) will result in Big Hall detentions.~~

1st offense or minor offense	2nd or serious offense	3rd offense or serious offense	4th offense or serious offense
Detention	Bus suspension 1-5 day	Bus suspension 5-10 days	Recommend removal from bus for remainder of school year
*Severity of infraction may impact severity of the consequence.			

STUDENT PICK-UP & DROP-OFF

Parent drop off is located in the back of the school off of Bloomington. Bus pick up and drop off is in the front of the building off of first street. Parents picking students up during the day should use the front entrance of the building but should not block the bus pick-up area prior to pick up time. The road in front of the school (First Street) should not be used as a drop off area before school.

STUDENT QUALIFICATIONS & RECORDS

NEW STUDENTS – RESIDENTIAL REQUIREMENTS

1. Before a student may register in our district the following residential requirements must be met:
2. A student must reside with his/her natural parent or his/her legal guardian. In the case of the legal guardian, verification of this must be presented to school officials.
3. If the parents are divorced, then the student must reside with the parent who has been granted legal custody. Legal documentation must be presented to school officials.
4. If the student does not fall within either of the above situations the parent must have the student declared through the courts as an emancipated student, OR a resident of District #44 must assume legal guardianship of the student.
5. If the student does not fulfill any of the above requirements he/she may enroll on a tuition basis.
6. If false residency information is discovered showing that a student does not reside within District boundaries the student will immediately be removed from school, and the parents may be charged tuition fees for the days the student was enrolled.

INFORMATION FOR PARENTS VISITS TO THE BUILDING/CLASSROOMS

All visitors are required to report to the office immediately upon entering the school building. Visitors will need to enter through the south entrance (1st Street Entrance) and receive a visitor tag. ~~Parents who would like to observe their child in class should contact the principal in advance to set up the observation.~~ Classroom visitors/volunteers must receive prior approval to be in the classroom. Due to privacy and confidentiality of all students, parents are not allowed to observe their child in the classroom.

RETENTION & PROMOTION GUIDELINES

- Any student who fails two (2) or more academic subjects will be considered for retention.
- A student's final grade in each subject is determined by averaging all four (4) quarter grades. (Note: three (3) F's in one subject will be considered failing that subject.) When determining retention, consideration will be given to the student's academic ability, previous retentions, and probability for success.
- The guiding principle will always be, "what is best for the student."
- If a decision to retain is disputed, the final decision will be the responsibility of the superintendent.
- Students who fail one academic subjects will be placed at the next grade level. However, these students may be required to repeat the course work and/or attend summer school (if available) before placement is granted.
- Students who successfully complete all grade level course work with a passing grade will be promoted.

PARENT/TEACHER CONFERENCES

- Parent/Teacher conferences may be scheduled by parents or teachers throughout the school year.
- We strongly encourage parents to participate in conferences with their children's teachers.
- Parent/Teacher conference days are scheduled periodically throughout the school year, following each grading period.
- Specific dates are listed on the school calendar.
- If you wish to have a conference with teachers, pupil personnel services (counselor, social worker, psychologist, nurse) or school administrators, please contact the Northlawn office (672-4558).
- We are always happy to meet with parents.

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 <http://www.ses44.net/default.aspx>.

Asbestos Statement

Federal and State guidelines have caused each school district to inspect their various buildings for possible areas that might contain asbestos. Please be aware that since it has been determined that asbestos-containing materials pose possible adverse health effects, all of our district buildings have been inspected for asbestos as required by Federal Guidelines. Each individual school has a copy of its specific management plan. The management plan shall be available during normal business hours, without cost of restriction, for

inspection by representatives of EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. Questions regarding this subject should be directed to: Administration Building, 1520 N. Bloomington St., Streator, IL 61364. Please see Board Policy 4:160 for more information.

Attendance

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. Removing students from school for vacation trips is strongly discouraged, thus it will be counted as unexcused.

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 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/her return to school.

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to maximum academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure. Please see Board Policy 7:70 for more information.

Behavior Interventions

Behavioral interventions shall be used by teachers and administrators with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. Behavioral Interventions should be: administered in a manner that respects human dignity and personal privacy; in consideration of the pupil's physical freedom and social interaction; in the furtherance of a pupil's right to placement in the least restrictive educational environment. Please see Board Policy 7:230 for more information.

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 District goals.

Bullying on the basis of actual or perceived race, color, national origin, 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, 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.

Child Abuse Reporting

Pursuant to Illinois law, school employees are obligated to report incidents in which employees have reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child. These incidents must be reported to the Department of Children and Family Services. Please see Board Policy 5:90 for more information.

Child Sex Offender Notification

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his/her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. Please see Board Policy 8:30 for more information.

Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees, student teachers, students doing field or clinical experience other than student teaching, contractors' employees who have direct, daily contact with one or more children, and resource persons and volunteers. He/she shall take appropriate action based on the results of any criminal background check and/or screen.

Diabetes Care Plan

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 school 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.

Disability Accommodations

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities, aids, benefits or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aides and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity unless taking such steps would fundamentally alter the function or would result in an undue burden. Each service, program, or activity opened in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. Please see Board Policy 8:70 for more information.

Education of Children with Disabilities

The Streator Elementary School District #44 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District shall maintain membership in the LaSalle County Education Alliance for Special Education (LEASE), which provides class placement and other services for various handicaps. Operated under the provisions of The School Code of Illinois (Section 14) and the regulations of the Illinois State Board of Education, program costs are shared by the local districts and the state. The programs, including transportation, are provided without charge to the parents. Procedures for placement of the handicapped child shall follow the guidelines in the Illinois State board of Education’s Rules and Regulations to govern the Administration of Special Education.

If necessary, students may also be placed in nonpublic special education programs or education facilities. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Please see Board Policy 6:120 for more information.

English Language Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. 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. Please refer to Board Policy 6:160 for more information.

Enrollment Requirements

Parents/guardians enrolling in the District for the first time must present: A certified copy of the student’s birth certificate, proof of residence as required by Board Policy 7:60, proof of disease, immunization or detection, and the required physical examination, as required by State law and Board Policy 7:100.

When a student’s change of residence is due to the military service obligation of the student’s legal custodian, the student’s residence is deemed to be unchanged for the duration of the custodian’s military service obligation if the student’s custodian made a written request. The District, however, is not responsible for the student’s transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of the State law and must not be charged tuition. Please see Board Policy 7:60 for more information.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race nationality, religion, sex, physical and mental handicap or disability, gender identify, state of being homeless order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board Policy 2:260 Uniform Grievance Procedure.

No student shall, based on sex, sexual orientation, or gender identity 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 may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-2.8). Please see Board Policy 7:10 and 2:260 for more information.

Fines, Fees, and Charges; Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what a schedule of fees, if any, will to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available. The application forms are available from the Building Principal.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guideline, with the same limits based on household size, that are used for the federal free meals program. Please see Board Policy 4:140 for more information.

Grading and Promotion

Placement, promotion, or retention shall be made in the best interests of the student, after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the PARCC testing or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance, except for rules and regulations aligned with special education. The administration shall determine remedial assistance for a student who is not promoted. In accordance with the Illinois Education Reform Act, students who by teacher judgment and by student assessment results demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed by the District in consultation with the parent/guardian. The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modification in the instructional program, or retention in grade. The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
 - A technical error in assigning a particular grade or score,
 - The teacher agrees to allow the student to do extra work that may impact the grade,
 - An inappropriate grading system used to determine the grade,
 - or • An inappropriate grade based on an appropriate grading system.
- Should a grade change be made, the administrator making the change must sign the changed record.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advance 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.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children. Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. Please see Board Policy 6:140 for more information.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations: Prior to the first official day of attendance, a student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12, as required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. 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. 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.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Compliance with the above requirements, unless an exemption or extension applies is a condition of enrollment, and students who are not in compliance will not be allowed to attend school. New students who are first-time registrants after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the deadline, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination: Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination: All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions: In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present the IDPH's certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.
3. Eye examination requirement if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Please see Board Policy 7:100 for more information.

Instruction Regarding Recognizing and Avoiding Sexual Abuse

Erin's Law requires all schools to provide child sexual abuse prevention education for all students, K-12 yearly. The law also requires educators to take part in training classes that cover sexual abuse and how to recognize warning signs. If parents choose to NOT have their child participate in this education, parents will need to sign the "opt-out" form found at the back of this handbook, in your school office or on the district website. Please see Board Policy 6:60 for more information.

Internet Acceptable Use

Technology, Network, and Internet access is available to employees and students in the Streator Elementary Schools District #44. The Internet is an electronic highway connecting thousands of computers and devices all over the world and millions of individual subscribers. With access to computers, devices, and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the network resources. A violation of any of these provisions could cause termination of your account and future access could be denied. Your signature on the attached contract is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

1. **Acceptable Use** - Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your privileges must be in support of education and research, and consistent with the educational objectives of the Streator Elementary School District 44. Transmission of any material in violation of a United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrator, and/or the administration will deem what is inappropriate use. Also, the system administrator and/or administration may revoke privileges at any time as required.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the use of technology devices, network, and internet. Some examples of unacceptable use are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
 - b. Downloading of copyrighted material for other than personal use.
 - c. Using the network for private financial or commercial gain.
 - d. Wastefully using resources, such as file space.
 - e. Gaining unauthorized access to resources or entities.
 - f. Invading the privacy of individuals.
 - g. Using another user's account or password without permission of the user and the principal or system administrator.
 - h. Posting material authored or created by another without his/her consent.
 - i. Posting anonymous messages.
 - j. Using the network for commercial or private advertising.
 - k. Accessing abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - l. Submitting, posting, publishing, or displaying any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m. Using the network while access privileges are suspended or revoked.
 - n. Electronic tampering with school or student records, documents, files, computer hardware, and computer software.
 - o. Attempting to gain unauthorized access to the system(s), or to go beyond their authorized access.

- p. Deliberately attempting to disrupt the performance of any computer system or destroy data via a virus or any other means.
 - q. Use any device to engage in any illegal act.
 - r. Vandalism of any kind will revoke privileges, result in disciplinary actions, and will require restitution for costs associated with hardware, software and system restoration.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not write or send abusive messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal personal addresses or telephone numbers of any staff or students at SES #44.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Your use of Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages).
 - f. Consider all communications and information accessible via the network should be assumed to be private property.
 5. **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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. **Indemnification** - The user agrees to indemnify the School District for any loss, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
 7. **Security** - Network security is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Follow the following guidelines:
 - a. If you identify a security problem on the network, you must notify a system administrator and/or the administration.
 - b. Do not demonstrate the problem to other users.
 - c. Attempts to login as any other user will result in cancellation of user privileges.
 - d. Attempts to login as a system administrator will result in cancellation of user privileges.
 - e. Keep your account and password confidential.
 8. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, network, Internet or district owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses. Damage to any technology may result in loss of privileges, disciplinary action, and restitution for costs associated with repair or device replacement. Costs will be determined by SES Technology Department.
 9. **Respecting Technology Equipment is user's responsibility** -
 - a. Users will exercise caution when handling technology devices.
 - b. Users will follow guidelines for proper usage of equipment.
 - c. Users will not use another person's computer resources without authorization.
 - d. Users will not knowingly destroy any Electronic Communication Device technology equipment including but not limited to keyboards, mice and peripherals.
 10. **Guidelines for proper usage of laptop.**
 - a. Never carry by the screen (could crack screen).
 - b. Don't slam the lid (could crack screen).
 - c. Never close with something on the keyboard (could crack screen).
 - d. Clean screen with lint free cloth.
 - e. Be careful with power cord. Don't place in location that anyone could trip over it.
 - f. Don't wrap the cord tightly around itself.
 - g. Food and drink should be kept away from the laptop.
 - h. Do not place laptop on stacks of papers, blankets, or upholstery, or anything else that can act as an insulator. The bottom of your laptop is a cooling surface.
 - i. Keep your laptop away from edges of tables and desks.
 - j. Always carry your laptop with two hands and the lid closed.
 - k. Stay out of the inside of the computer.
 - l. Make sure you place laptop on a clean surface and have clean hands when using.
 - m. Don't use aerosol sprays, solvents, or abrasives to clean.

Please see Board Policy 6:235 for more information.

Isolated Time Out and Physical Restraint

A student will be put in an isolated time out or will be physically restrained ONLY in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other behavioral interventions have been ineffective. Isolated time out and physical restraints will not be used as a means of discipline or punishment. Isolated time out refers to the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint refers to the holding of a student or otherwise restricting his or her movements. Only staff trained in Nonviolent Physical Crisis Intervention (or other certified program) will be able to administer a physical restraint. Any time an isolated time out and/or physical restraint is used, it will be documented on the proper district form and parents will be notified within 24 hours of the incident. The school building principal and director of special services will be given a copy of the documentation in order to collect data on the use of isolated time outs and physical restraints. Data will be reviewed in order to prevent future need for isolated time outs and physical restraints and to address student needs and staff training needs.

Migrant Education Program for Parent/Guardian Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children. Please refer to Board Policy 6:145 for more information.

Non-Discrimination Policy

It is the policy of the District to provide and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect for the special needs of persons with physical, sensory, cognitive, or mental disability.
- Respect for cultural differences.
- Respect for economic, political, and social rights of others.
- Respect for the right of others to seek and maintain their own identities.

Notice of Medicaid Reimbursement

This notice is primarily for the attention of parents who have children who receive special education and/or related services.

Medicaid reimbursement is a source of federal funds approved by Congress to help School Districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, the District will claim reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims, do nothing. Local school districts are required to inform you of Medicaid reimbursement each year.

Pest Management

The District has an Integrated Pest Management (PM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on the list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Please contact your school office if you wish to be added to the registry. Please see Board Policy 4:160 for more information.

Safety Drills

Pursuant to The School Safety Drill Act (105 ILCS 128), safety drills will occur at times established by the Administration. 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 and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. Drills may not be preceded by a warning to the students.

School Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, advocates a disregard for law, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. Please see Board Policy 7:310 for more information.

School Wellness

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators and community. Please see Board Policy 6:50 for more information.

Search and Seizure

The Board recognizes its responsibility to maintain order, security, and a drug-free environment. In order to maintain order 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 authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots) and may make reasonable regulations regarding its use, as well as personal effects left there by a student, without notice to or the consent of the student. The Superintendent or designee 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.

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 District's student conduct rules. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Please see Board Policy 7:140 for more information.

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.

Sexual Harassment

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; national origin, military status; unfavorable discharge status from military service; immigration status, 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Student Accounts or Profiles on Social Networking Websites

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School 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.

Please see Board Policy 7:140 for more information.

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a

- game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
Please see Board Policy 7:305 for more information.

Student Discipline

Efforts, including the use of early intervention and progressive discipline, 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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.

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. Disciplinary measures may include but not be limited to the following disciplinary measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Isolated Time Out
5. Physical Restraint
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen or damaged property.
8. Demerits.
9. Seizure of contraband.
10. Detention, after-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
16. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

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. A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. — A student will be put in an

isolated time out or will be physically restrained **only** in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other behavioral interventions have been ineffective.

Misconduct by Students with Disabilities

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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline. Please see Board Policy 7:230 for more information.

Re-Engagement of Returning Students from Suspension - 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. Please see Board Policy 7:190.

Student Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, they must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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 School District non-administrative employee, except certified school nurses, shall be required to administer medication to students. No student shall 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 policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. In addition, this policy does not prohibit a child's parent/guardian from coming to school to administer their child's medication. A student whose health problem requires the administration of medication as a special education related service must be provided the necessary medication administration in compliance with the student's IEP.

A student may possess an epinephrine auto-injector, e.g. EpiPen®, diabetes medication pursuant to his/her Diabetes Care Plan, and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. Please see Board Policy 7:270 for more information.

Student Privacy Protections

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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. Please see Board Policy 7:15 for more information.

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. 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 (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

The degree of access a student has to his/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. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he/she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances the District may request an additional 5 business days in which to grant access. These rights are denied for any person against whom an order of protection has been entered concerning the students. The Superintendent shall fully implement this policy and designate an official *records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. Please see Board Policy 7:340 for more information.

Students with Food Allergies

Because of the life-threatening nature of allergies and their increasing prevalence, school districts and individual schools must be prepared to provide treatment to students with allergies, reduce the risk of allergic reaction and to accommodate students with allergies.

Under Public Act 96-0349, school boards in Illinois are required to adopt policies which promote both prevention and management of life-threatening allergic reactions, also known as anaphylaxis. Please see Board Policy 7:285 for more information.

Suicide and Depression Awareness and Prevention

Suicide and depression awareness and prevention are important goals for 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 school district's policy, is posted on the school district website. Information can also be obtained from the school office. Please see Board Policy 7:290 for more information.

Teacher Qualifications

All professional personnel employed shall meet all personal, training, and experience qualifications for their assignments as established by law and/or by the previously adopted policies of the District. A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title 1, Part A must meet applicable State certification and licensure requirements.

Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications – As a parent/guardian of a student at a Title 1 school of the Elementary and Secondary Education Act, you have the right to request the following information about each

of your child's classroom teachers and their paraprofessional assistants, if any: Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived; Whether the teacher is teaching in the field of discipline of the teacher's licensure and Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

Please see Board Policy 5:190 for more information.

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. Students or parents should contact school administration or social worker if an incident has occurred. Please see Board Policy 7:185 for more information.

Testing Transparency

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.

Title 1 Programs

The District maintains programs, activities, and procedures for the engagement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities and procedures are described in the District-level and School-level compacts listed in Board Policy 6:170.

Title I Parent and Family Engagement - The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact - The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact - Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Transportation

The District shall provide a safe, efficient system of transportation for all students in the District. The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus drivers shall remain in the bus at all times when children are on board. There are two exceptions to this rule: a) in the case of an emergency and the bus driver must leave to get help; b) if there is a supervisor, aide, chaperone or other appropriate adult on the bus.

Please see Board Policy 4:110 for more information.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he/she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Bullying, 105 ILCS 5/27-23.7
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint - A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. Please see Board Policy 2:260 for more information.

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes only, and only then with the permission of the Building Principal assuring: (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. Please see Board Policy 6:100 for more information.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system is 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 audiotape or 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.

Visitors to and Conduct on School Property

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in at the school office and wear a Visitor's Badge. Any person wishing to confer with a staff member shall contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teachers' preparation period. When leaving the school, visitors must return their badge. Please refer to Board Policy 8:30, *Visitors to and Conduct on School Property*, for more information.

Any staff member may request identification from any person on school property. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. Please see Board Policy 8:30 for more information.