

## Irwin, Gregory

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**From:** Vanduyn, Janice  
**Sent:** Monday, April 18, 2011 12:55 PM  
**To:** Irwin, Gregory; Gocken, Lisa  
**Subject:** handbook  
**Attachments:** MMJH 11-12 Handbook V1.doc

This is a copy of the message that I sent to the BOE. For you two, I included the entire handbook.

Greetings to all,

It is time to review handbooks! Rather than send the entire context of the handbook, this is a summary of the changes for next year. I would be glad to answer any questions that you may have. I have included a short explanation about why the changes were made.

The Illinois Principal Association provides a "Model Student Handbook" service which delineates suggested and mandatory language for school district handbooks. We subscribe to the service, and align the Mary Miller Junior High Handbook to the language and policies recommended. Based on their suggestions, the 2011-2012 handbook:

- Allows for some flexibility in approving fee waivers. Illinois law now gives school districts two options with respect to school fee waiver applications. Option #1 allows a district to use students application for free meals. Previously, this was the only option available to school districts and requires schools to follow guidelines of the free meals program to determine students eligibility for a fee waiver. Option #2 now establishes a new application process to determine student's eligibility for a fee waiver. This second option is still based on the same income guidelines established by the federal meals program, but allows a district more flexibility in verifying the information in student's fee waiver applications. The model policy follows new option #2. This procedure is consistent with the Illinois Association of School Board's PRESS Service. Currently we use option #2 but need to make sure that the board policy reflects that.
- Updates the section on prohibited student conduct to include "sexting" and updates the section on bullying.
- Makes minor changes regarding collecting of survey information.
- Adds language to recognize ISBE Rules on discipline of students with disabilities, to match changes in PRESS and creates separate handbook procedures for K-8 and High School.
- Notifies parents of student with diabetes of care options available while at school. Public Act 96-1485 (effective on December 1, 2010).
- Gives notice to parents regarding students with food allergies.

We also included the notice to parents regarding random drug testing that was given previously as a letter. That language expands the current language on random drug testing.

Janice Van Duyn  
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Mary Miller Junior High