

**WASHINGTON DISTRICT 50 SCHOOLS  
LEARNING AND WORKING TOGETHER**

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**Washington District 50 Schools  
2016 - 2017 School Calendar**

August	15	Mon.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	16	Tues.	First Student Attendance Day Half Day Teacher's Institute	Student Dismissal Begins at 11:15 AM
September	2	Fri.	Half Day School Improvement Day	Student Dismissal Begins at 11:15 AM
	5	Mon.	<b>LABOR DAY</b>	NO SCHOOL
	16	Fri.	Mid-Term	
	23	Fri.	Half Day School Improvement Day	Student Dismissal Begins at 11:15 AM
October	7	Fri.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	10	Mon.	<b>COLUMBUS DAY</b>	NO SCHOOL
	14	Fri.	End of First Grading Period	(41 Student Attendance Days)
November	4	Fri.	Parent/Teacher Conference Day	NO SCHOOL
	18	Fri.	Mid-Term	
	22	Tues.	Early Dismissal prior to Thanksgiving	Student Dismissal Begins at 1:45 PM
	23	Wed.	Thanksgiving Holiday	NO SCHOOL
	24	Thurs.	<b>THANKSGIVING DAY</b>	NO SCHOOL
	25	Fri.	Thanksgiving Holiday	NO SCHOOL
December	20	Tues.	Last Attendance Day Before Winter Break	Student Dismissal Begins at 1:45 PM
	21 – January 2		Winter Break	NO SCHOOL
January	3	Tues.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	4	Wed.	School Resumes After Winter Holiday	
	6	Fri.	End of Second Grading Period	(46 Student Attendance Days)
	13	Fri.	Half Day School Improvement Day	Student Dismissal Begins at 11:15 AM
	16	Mon.	<b>M.L. KING'S BIRTHDAY</b>	NO SCHOOL
February	10	Fri.	Mid-Term	
	17	Fri.	Half Day School Improvement Day	Student Dismissal Begins at 11:15 AM
	20	Mon.	<b>PRESIDENT'S DAY</b>	NO SCHOOL
March	10	Fri.	Parent/Teacher Conference Day End of Third Grading Period	NO SCHOOL (41 Student Attendance Days)
April	7	Fri.	Last Attendance Day Before Spring Break	Student Dismissal Begins at 1:45 PM
	10 – April 17		Spring Break	NO SCHOOL
	18	Tues.	School Resumes After Spring Break	
	21	Fri.	Mid-Term	
May	*22	Mon.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	*23	Tues.	Half Day School Improvement Day End of Fourth Grading Period	Student Dismissal Begins at 11:15 AM (41 Student Attendance Days)

\* End of the year dates and quarter lengths may be changed due to 5 emergency days built into this calendar.

- 1 Emergency Day used – Last Day, May 24
- 2 Emergency Days used – Last Day, May 25
- 3 Emergency Days used – Last Day, May 26
- 4 Emergency Days used – Last Day, May 30
- 5 Emergency Days used – Last Day, May 31

### **MISSION STATEMENT**

The mission of Washington District 50 Schools is to provide each student an optimal educational experience in a safe and caring environment in order to become productive and engaged members of a global society.

**AS A DISTRICT 50 STUDENT**, it is my responsibility:

- To attend school every day and be on time to all my classes
- To come to school prepared with books, paper, pencil, materials and assignments as directed by teacher(s)
- To obey the directions of all staff members
- To respect myself and the rights and property of others

**THE STAFF OF DISTRICT 50 SCHOOLS ACCEPTS THE RESPONSIBILITY:**

- To provide a quality instructional program in an integrated setting for each student
- To provide an orderly classroom and safe school environment
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

**AS A PARENT OF A DISTRICT 50 STUDENT**, it is my responsibility:

- To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- To check my child's work and homework on a regular basis
- To provide my child with suitable study conditions at home – desk or table, lights, books, technology and supplies
- To communicate with my child's teacher when I am concerned about my child's work or health

### **INSTRUCTIONAL MATERIALS FEES**

All textbooks, workbooks, or other required materials at any grade level shall be rented to parents at an annual fee determined by the Board of Education.

#### **INSTRUCTIONAL MATERIALS FEE REFUND**

If a student who has paid an instructional fee transfers from the District, refunds shall be granted as follows:

Start of School to November 1	--75%
November 1 to January 1	-- 50%
January 1 to March 1	-- 25%

No refunds to be granted after March 1. There shall be no refunds for student publications or school insurance.

### **FINES, FEES AND CHARGES: WAIVER OF STUDENT FEES**

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged to 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, other instructional materials are waived for students who meet the eligibility criteria for a fee waiver. 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.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

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

Questions regarding the fee waiver application process should be addressed to the Superintendent.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

### **SPECIAL EDUCATION SERVICES**

The School District 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" means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, 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

In addition, District 50 offers pre-kindergarten screening, vision, hearing and speech screenings at regular intervals. All Special Education Services provided by the District are overseen by the Washington Township Student Services Office, which includes a Program Director, social worker, psychologist, and support staff. The District contracts Occupational and Physical therapy services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Washington Township Student Services Office.

### **ENGLISH LEARNERS**

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

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Superintendent at 745-8914.

### **GENERAL INFORMATION FOR STUDENTS**

1. Family pets are not allowed at school. Students will be required to take the pet home, should it come, and make up lost time after school.
2. All clothing, lunch boxes, etc., should be clearly marked. This will prevent any mix-up of articles which are exactly alike.
3. Students may never leave school while it is in session unless the parents request, in writing or in person, that they be excused. (Permission will be given by the Principal only.) This applies to our "closed campus" lunch periods.
4. If a student should willfully destroy any school property or equipment, the student and/or parents will be expected to pay for the replacement.

5. The office telephone is not to be used by students except in cases of emergency. It is not to be used for calling friends during school hours.
6. Recess – a note is required from the parents stating the need for remaining inside at recess. Students are required to study during this time. These are limited to one or two days unless doctor authorization is received.
7. Bicycles must be walked while on the school grounds and locked into bike racks.
8. Bus students, grades K-3, are not allowed to walk to school or ride bicycles to or from school unless they have a note from their parents to do so.
9. Gum and candy are not to be brought into the school except on designated party days or occasions approved by the teacher.

### **PLAYGROUND RULES - JOHN L. HENSEY**

A review of the rules and code of conduct will be done during the first week of school.

1. Teachers should walk their classes to the appropriate door for recess. Students should re-enter the same doors after recess.
2. Children should not go outside until they are dismissed.
3. Students may not leave the playground or enter the school building without permission from a teacher.
4. No toys or play equipment of any kind may be brought from home.
5. No food, drink, or chewing gum is allowed on the playground.
6. Students are not allowed to go down the hill by the fence, around the garage, or by the school doors or classroom windows. This includes the asphalt "hill" at the back of the building.
7. Do not throw snowballs, slide on ice, or roll in the snow.
8. Do not throw balls against the school walls.
9. Footballs, softballs, tennis balls, and Frisbees are never allowed.
10. Games that involve students falling to the ground are not allowed.
11. Running on the blacktop is acceptable as part of games, such as tag, basketball, or other forms of exercise and play.
12. Tackle football, wrestling, and other dangerous games are not to be played at school.
13. "Penny Drops" are not allowed.
14. Learn rules of games and follow them.
15. Never run through someone's game.
16. Never shove another person or pull on someone's clothing.
17. Never throw rocks, sand, dirt, or wood chips.
18. No swearing or inappropriate language or action is allowed.
19. No group harassment or threatening behavior is allowed.
20. Dirty shoes or boots should be cleaned before entering the building.

21. Students are to stop play when the whistle blows and line up immediately.

### **CLIMBING EQUIPMENT**

1. King of the Mountain, tag and other dangerous games are never to be played on any of the climbing equipment
2. Children are not to go down the sliding boards backwards, standing, or headfirst
3. No jumping off the slide
4. Students must go down the slide one at a time on their bottom

**DISTRICT 50's PLAYGROUND POLICY**—is that the playground is closed to the public at sundown. The policy also states that the following are not allowed on the school buses or school grounds: knives, any type of gun, bean shooters, sling shots, rubber bands, matches, tobacco, alcohol, go-karts, motor bikes, playing cards, skateboards, dice, drugs and/or drug-related paraphernalia, motorized or radio-controlled airplanes, or any other items not directly associated with safe school activities. The same behavior expected at school applies to the bus. All school rules apply.

### **BUSING**

All District 50 bus students will be put on the bus that parent/guardian has designated for them unless we have a written note indicating that for that day the student is a walker/parent transport. Temporary changes must be made one hour prior to the end of the school day. All permanent changes need to be made in the school office.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

Bus students are required to ride the bus requested at the time of registration.

### **BUS TRANSPORTATION AND REGULATIONS**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a

written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Be careful in approaching the place where the bus stops.
2. Stay off the road at all times while waiting for the bus.
3. All students will form a line to board the bus. The first to arrive is the first in line. Seats are not to be saved for anyone.
4. Be on the loading side of the road or street before the bus approaches you. If you do have to cross the road, cross when there is no traffic coming either direction.
5. Wait until the bus comes to a complete stop before attempting to enter the bus.
6. Animals are not allowed on the bus.
7. Be absolutely quiet when approaching a railroad crossing stop.
8. If it is necessary for you to cross the road when you are returned home, proceed to a point at least ten feet in front of the bus on the right shoulder of the road and remain there until a signal is given by the driver to cross.
9. The bus will not make any unauthorized stops.
10. Cell phones and other electronic devices are not to be used on the bus without permission from a District #50 staff member.
11. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
12. Do not move from one seat to another while on the bus.
13. Keep all parts of the body and all objects inside the bus.
14. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
15. Enter and exit the bus only when the bus is fully stopped.
16. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
17. Use emergency door only in an emergency.
18. In the event of emergency, stay on the bus and await instructions from the bus driver.
19. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other

- needless commotion are grounds for disciplinary action.
20. The windows may be opened to the half-way position in good weather only.
  21. Keep the bus neat and clean.
  22. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
  23. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
  24. Be waiting at your bus stop on time.
  25. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
  26. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
  27. Eating is not permitted on the bus.
  28. Aerosol cans are not permitted on the bus. Examples include hairspray, body spray, etc.
  29. Parents will be liable for any defacing or damage students do to the bus.
  30. No arousal sprays, such as, Axe Body Spray, Any brand of Arousal Deodorant, perfumes, etc. may be use on the bus.

**All students must follow the District's *School Bus Safety Rules*.**

**School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

**Academic Credit for Missed Classes During School Bus Suspension**

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit.

It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

**Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

For questions regarding school transportation issues, contact: the Transportation Director.

**TIME OF ARRIVAL AND DISMISSAL - JOHN L. HENSEY**

**MORNING ARRIVAL**– Please drop off all students on the North side (school side) of Almond Drive.

**DO NOT HAVE CHILDREN CROSS ALMOND DRIVE**

All students arriving before 8:00 a.m. – parent transport, walker, or bus – will be directed to the gym/cafeteria. K-3 students entering prior to 8:00 a.m. are to enter the building using Door #1 (Principal's Office) or Door #2 (Flagpole entrance).

**STUDENTS WHO ARE NOT BUSED that do not eat school breakfast should not arrive before 8:00 a.m.** unless they are part of our Latchkey program. At 8:00 a.m., all students will be dismissed from the gym/cafeteria area and directed to their assigned homerooms.

**NOTE: Class is to begin promptly at 8:15 a.m. This is 15 minutes earlier than Beverly Manor.** Students arriving at their room after 8:15 a.m. are tardy. Please work to make school a priority by getting students to school on time.

**All students late to school must be checked into the building by an adult.**

**AFTERNOON DISMISSAL** – Grades K-1 will be dismissed at 2:45 p.m. at Door #2. Grades 2-3 are dismissed at 2:45 p.m. at Door #1. Bus students will be dismissed as necessary to board their respective buses.

**HALF DAY PROGRAMS**

Early Childhood and Kindergarten morning sessions will be from 8:15 a.m. to 10:45 a.m. (Bus departure at 10:45 a.m.)

Early Childhood and Kindergarten afternoon sessions will be from 12:00 p.m. to 2:30 p.m.

## **REQUEST TO LEAVE SCHOOL EARLY**

**Parents must sign students out during school hours through the Principal's office.**

A written request to have students excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. The request should be turned in to the attendance clerk before school on the morning of the dismissal. When possible, medical and dental appointments should be made outside of school hours.

A student will be released only to the parents or their designee as appearing on the Family emergency card unless the school has been notified by the parents that they have granted permission for someone else to pick up their child.

## **REPORTING OF ABSENCES**

**To report absences, please call:  
John L. Hensey (ECE, K-3) 745-9354**

Parents are requested to call the school's attendance clerk to report children's absence before 9:00 a.m. each day. The clerk will be on duty from 7:45 – 3:15 p.m. for absence reporting at Hensey School. Voicemail is available at both schools before or after office hours.

Only guardians, or other adults designated by the guardians, are asked to be responsible for absence reporting.

Written excuses will not be required from those parents who call in to report absences. Written excuses will be required for those who do not call to report. Extended and/or repetitive absences may result in a request for medical information or documentation.

After 8:30 a.m., parents of absent children will be called, if notification and reasons for absences have not been reported to the school. If parents are called and cannot be reached at their home number, the emergency number will then be dialed.

Parents should request homework for children at the time absences are reported. When homework is requested by phone, it will be available in the office after 3:00 p.m. Students with 15 or more days of excused or unexcused absences from school may result in a student missing field trips and/or other special activities during the school year. These absences will be reviewed by staff and administration to determine if a consequence is warranted. Administration will make a decision if any consequences are warranted.

After the 10<sup>th</sup> day of absence related to illness, a physician's note will be required to excuse future absences related to illness. Failure to have a physician's note will result in the absence being unexcused and a 1-Day ISS being assigned.

This will be done on a semester basis with second semester starting over.

Students must attend a minimum of a half day in order to attend after school activities.

## **TRUANCY**

If you've been given notice that your child has been absent from school without a valid cause and knowingly and willfully permitted your child to continue to miss school, you can be charged with a Class C misdemeanor in Illinois, which can result in either 30 days in jail, a fine of up to \$500 or both.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION OR OBSERVANCE**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## **MAKE-UP WORK**

Students will be allowed one day for each day of excused absence to complete work missed.

## **LATE ARRIVAL**

Late arrival is disruptive to the classroom and also has an adverse effect on your child's educational progress. Students with repeated late arrivals will be asked to make up any missed work and time. Any student arriving at John L. Hensey School after the late bell must report to the Principal's Office, with parent or guardian before going to the classroom.

Students who are tardy and not checked in by parent will be detained in the office until parent contact is achieved. If the student will be arriving after 8:30 a.m., the parents should call the absence reporting number or the school office and advise that the student will be late with the reason for the tardiness, in order to prevent the school from making unnecessary telephone calls.

Only the following reasons will be accepted for excused absences and/or late arrival:

1. Illness
2. Observance of Religious Holiday
3. Death in the immediate family
4. Family emergency
5. Other situations beyond the control of student as determined by Board of Education in each district (such other circumstances which cause reasonable

concern to parent for the safety or health of student)

## **DISMISSAL OF STUDENTS**

All students shall be dismissed precisely on the time scheduled for dismissal. If the student is to be detained beyond dismissal time, both the parent and the principal shall be notified prior to dismissal. Only in emergencies shall a student be detained by the school unless the parent has been notified. Transportation arrangements shall be the responsibility of the parents in all cases of detention.

## **FIELD TRIPS**

Field Trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

## **INVITATIONS, GIFTS AND INDIVIDUAL STUDENT PARTIES**

Party invitations or gifts from classmates will not be distributed. Store bought treats may be brought in for recognition of individual student birthdays, but individual student parties are not allowed at school. Please contact classroom teacher for number of treats to distribute.

## **TREATS AND SNACKS**

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

## **MINIMUM ENTRANCE AGE**

Children who enroll for kindergarten must be five years old on or before September 1. The Board of Education may require students to attend kindergarten as a prerequisite to first grade.

When a student enrolls in the District for the first time, whether the student is just beginning school (including pre-kindergarten) or is a transfer student, the person registering the student must furnish to the school a certified copy of the student's birth certificate within thirty (30) days of the enrollment date. If the certified copy is for any reason not available, then the school must be furnished some other reliable proof under the guidelines of the State Police. The minimum required is the student's identity and age along with an affidavit explaining the inability to furnish the birth certificate.

If the person enrolling the student does not comply, this fact must be reported in writing to a local law enforcement agency. A written notice must also be sent to the person enrolling the student requiring compliance within 10 days. If the 10 days expire with no compliance, the situation must then be reported to the State Police. There is a further requirement for the School to report to the Police anything suspicious about the affidavit.

## **STUDENT RECORDS**

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

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 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.

### **Notice to Parents/Guardians and Student of Their Rights Concerning a Student's School Records**

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

#### **The permanent record shall include:**

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
- Evidence required under Missing Children's Records act (325 ILCS 50/5(b)(1))
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations, the unique student identifier assigned and used by the Illinois State board of Education's Student Information System
- Attendance record
- Accident and health reports Health record defined by the Illinois State board of Education as "medical documentation necessary for enrollment and proof of dental examinations.
- Record of release of permanent record information in accordance with 105 ILCS 10/6©.

#### **The permanent record may include:**

- Honors and awards received.

School-sponsored activities and athletics information. No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

#### **All information not required to be kept in the student permanent record is kept in the student temporary record and must include:**

- A record of release of temporary record information in accordance with 105 ILCS 10/6©
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Completed home language survey

- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
- Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under section 8.06 of that Act shall be placed in the student record
- Accident report(s)
- Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred

#### **The temporary record may include:**

- Family background information.
- Intelligence test scores, group and individual.
- Aptitude test scores.
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Other disciplinary information.
- Special education records
- Verified reports or information from non-educational persons, agencies, or organizations.
- Records associated with plans developed under section 504 of the rehabilitation Act of 1973

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

#### **1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their

permanent records. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student after the student transfers, graduated, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) of the student, if the student has succeeded to the rights of the parent(s)/Guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or publication, such as yearbooks, newspapers, or sporting or fine arts programs)
- Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics  
Major field of study  
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without prior, specific, dated and written consent of the parent or student, as applicable: and no image on a school security video recording shall be designated as directory information.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **NON-DISCRIMINATION**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

## **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or 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 any one of the following:

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. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
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
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 first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

## **Right to Pursue Other Remedies Not Impaired**

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, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### **Deadlines**

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.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

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

decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action. This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Should this fail to produce satisfaction, the appeal agent after the Board of Education will be the Superintendent of Tazewell County Regional Office of Education and then the Illinois State Board of Education.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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.

### **Sex Equity**

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 5/2-3.8).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **SEXUAL HARASSMENT**

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

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

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

## **BULLYING, INTIMIDATION AND HARASSMENT PROHIBITED**

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; 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.

### **Making a Complaint: Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

## **STUDENT PHOTOGRAPHS**

### **PICTURES OF UNNAMED STUDENTS –**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### **PICTURES OF NAMED STUDENTS –**

Sometimes the school may want to identify a student in a school pictures. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must give consent.

### **PICTURES OF STUDENTS TAKEN BY NON-SCHOOL AGENCIES –**

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## **VIDEOTAPING**

Parents/Guardians please note that as a standard operating practice we videotape some classrooms, functions, activities, and operations. Student teachers and teachers in general use videotaping as an aid in assessment and development. If you have any questions, concerns, or specific exclusion requests, please notify your Building Principal in writing each school year.

## **TRANSPORTING CHILDREN BY CAR TO OR FROM SCHOOL FOR HENSEY SCHOOL**

Use the Office Entrance - Door #1 or Flagpole Entrance – Door #2 when bringing children to school in the morning. In picking up a student during school hours, parents should ring the bell at Door #1 for entry, report to the office and the child will be called from his/her room. Please **DO NOT** park in “No Parking” Areas marked by yellow lines and signs. Students may go home for lunch if they are picked up and returned by parents and permission is granted by the principal.

## **PHONE CALLS**

If you should have a message for your child or his teacher, please phone the secretary of the school. She will relay the message. Teachers are not called out of classes for phone calls because of the liability that is involved when leaving students unattended. If you would like to have a teacher call you, we will have him/her do so as soon as possible.

## **CHANGE OF RESIDENCE, TELEPHONE NUMBER OR TRANSFER**

If a change is made in address, home telephone number, babysitter’s number, emergency number, or parent’s work number, parent must notify the secretary at once. If you move outside the District 50 area, contact the school secretary to obtain the necessary transfer forms required.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the principal’s office and receive a visitor badge before going to their destination.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building (Door #1) and

proceed immediately to the principal’s office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

Visitors also need to know that Illinois State Law prohibits the carrying of firearms into the school building.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will attempt to be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

## **PARENT CONFERENCES**

Parent conferences are held at the end of the first nine weeks and again in the Spring – date to be announced later. We are most willing to schedule a conference at other times during the year. Teachers are not permitted to take time from their classes for unscheduled conferences. All conferences are to be scheduled before or after school – preferably after. Please feel free to call and arrange a time.

## **OFFENDER COMMUNITY NOTIFICATION LAWS**

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

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

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

## **SEX OFFENDER NOTIFICATION LAW**

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 meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference 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; or
2. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

A violation of this law is a Class 4 felony.

## **ANIMALS ON SCHOOL PROPERTY**

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

## **HOMEWORK**

Homework may be given to students on an increasing basis as they progress in school. Parents may wish to set aside 20-60 minutes, as appropriate for grade level, each evening for children to read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility and work ethics to establish when children are young. Parents of very young children may use this time to read to their youngster.

When students are suspended, either in or out of schools, for disciplinary measures, their homework is due the morning they return from their suspension.

## **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. The accepted District 50 marking system is as follows:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

Any incomplete on a report card is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" two weeks from the date the card is issued. Make-up work is the complete responsibility of the student.

## **STUDY SKILLS**

### **A STUDENT WHO STUDIES WELL—**

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom; listens well; takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
5. Strives to do his/her best, not just to get by.

### **HOW TO STUDY –**

1. Attitude is important—think positively, work independently, seek help only when you have exhausted your own resources; then ask questions, use library sources.
2. Learning requires concentration—keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long term project, do a little of it each day, don't let it go until the last minute. It will be easier and you'll do a better job.

### **HOW TO TAKE A TEST –**

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.

3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for—not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

### **LIBRARY SERVICES**

The Library will be opened at 7:45 a.m. at John L. Hensey School and remain open throughout most of the day until the last bus departs. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his or her particular need.

### **AWARDS**

At the end of the school year in grades ECE & Kindergarten-3, an awards ceremony is held. Awards are presented to students who excel in a variety of areas.

### **SCHOOL ASSEMBLIES**

Various assemblies and programs will be held in the gym or classrooms during the school year. Not all of them have been scheduled at this time.

### **EXCUSES FROM GYM CLASS**

If a student cannot participate in gym, they must have a written note from their parents/guardian explaining the reason why they are to be excused.

If a student cannot participate in gym for more than a week, the student must have a written explanation from the doctor. These notes are to be shown to the homeroom teacher and a copy made for the P.E. teacher and the nurse.

### **P.E. DRESS REGULATIONS**

Students must have a pair of shoes on to participate in PE class for the day. They do not have to be new, nor do they have to be left here in their locker, but they must be a good, supportive running/walking shoe, and must have a clean sole.

### **STUDENT DRESS REGULATIONS**

Modesty, decency, safety and cleanliness in attire and appearance shall be positively encouraged by parents, teachers, and administrators.

Students must not wear anything distracting to others, dangerous to themselves or others, or inappropriate for the classroom.

### **CAFETERIA AND LUNCH HOUR**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition that one would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students to take food outside of the cafeteria.

### **JOHN L. HENSEY RETENTION/PROMOTION**

Students who do not meet standards of academics and/or attendance will be considered for retention by a retention hearing consisting of the student's teacher, the teacher from the previous grade (if possible), and the principal.

Each grade 1-3 student must pass Reading and Math (yearly average) and three (3) out of the remaining four (4) core subjects. Core subjects include: Reading, Math, Social Studies, Science/Health, Language Arts, and Spelling. To be promoted from Kindergarten, a student must achieve 5 of 6 exit skills in Reading and 4 of 5 exit skills in Math to be promoted to first grade.

Parents will be notified after the Spring Parent/Teacher Conferences that their student may be retained. The Building Principal will also communicate this possibility in a letter.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For more information on home or hospital instruction, contact your Building Principal.

### **EXCLUSION FROM SCHOOL**

According to policy, your child may not attend school or may be sent home from school if he has the following diseases:

1. IMPETIGO – Child is to be excluded until lesions are dry or no drainage is present
2. CHICKEN POX – Child is to be excluded a minimum of 6 days from date of last eruption.
3. HEAD LICE– Child is to be excluded until all evidence of nits (eggs) is gone.

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. Upon request the school will provide written instructions to parent or guardian recommending appropriate



treatment or the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of the head lice and eggs (nits).

**Infested children are prohibited from riding the bus to school to be checked for head lice.**

4. PINK EYE – Pink eye/Conjunctivitis noted – Child will be sent home; may return to school after treatment has started and guardian can provide proof of treatment.
5. RINGWORM – Child is to be excluded until 24 hours after treatment begins

The school nurse shall be on duty for a minimum of two hours each school day and shall be on call for emergencies at any time during the school day other than regularly scheduled hours.

**PHYSICAL, DENTAL AND VISION REQUIREMENTS**

District 50 Schools has established the policy that students entering kindergarten, sixth, and students entering from out-of-state or out-of-country must have a current physical examination and immunizations on file before the first day of school.

Dental examinations are required for students entering Kindergarten, second, and sixth grades.

Vision Examinations are required for students entering Kindergarten or an Illinois school for the first time.

**MEDICATION**

“Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered” as directed by the Illinois Department of Public Health. Medications will be given by the school nurse at Hensey from 9:30am – 11:15am. each day. All long-term medications, both daily and PRN (as needed), require written physicians’ orders, as well as written parental consent. Forms are available in the school offices. These are to be renewed annually. Medications, both prescription and non-prescription, need to be brought to school by a parent in the original unopened container with written instructions and consent to dispense, which includes cough drops. Medications will be locked in the nurses’ office or, if necessary, refrigerated. In the event of the nurse’s absence, medication will be given by the nurse’s designee. If you have any questions, please call the school nurse at 745-8805.

**ASTHMA**

Public Act 92-402 of the Illinois School Code addresses the self-administration of asthma medication. The law requires schools to permit the self-administration of medication by a pupil with asthma when certain conditions are met. With the

students’ health and well-being in mind, District 50 Schools permit students with asthma, who need to self-administer medication, to do so, with the following requirements:

1. The medication must pertain to the student’s asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician’s assistant, or advance practice nurse having authority to prescribe such medication.
3. The pupil’s parents or guardians must provide the school with written authorization for self-administration of the medication (“self-administration” means the pupil has the discretion as to the use of his/her medication).
4. The parents or guardians must also provide the school with a written statement from the pupil’s physician, physician’s assistant, or advance practice registered nurse. The statement must contain the following information:
  - Name and purpose of the medication
  - Prescribed dosage
  - The time or times at which, or the special circumstances under which, the medication is to be administered.

Authorization Forms are available in the school offices.

District 50 Schools, along with its employees and agents, incurs no liability as a result of any injury arising from the pupil’s self-administration of asthma medication.

**STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Building Principal at (309) 745-3625.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student’s needs through other means.

Illinois Food Allergy Emergency Action Plan Forms are available in the school offices.

## **CARE OF STUDENTS WITH DIABETES**

If you 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.

## **COMMUNICABLE DISEASES**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **IMMUNIZATION REQUIREMENTS**

Beginning in the 2015-2016 school year, children entering school at any grade level shall show proof of having received the following vaccinations:

- Diphtheria, Tetanus, Pertussis (DTaP): K-12 – 4 doses is only required of those children entering kindergarten. 3 doses for children entering any other grade, with the last dose received on or after 4<sup>th</sup> birthday. For students entering 6<sup>th</sup>-12<sup>th</sup> grades: 1 dose of Tdap.
- Hepatitis B – requirement: Children entering the sixth grade shall show proof of having received three doses

of hepatitis B vaccine, or other proof of immunity described in Section 665.250(f). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.

- Rubella: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of two doses of live rubella virus vaccine and shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.
- Mumps: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of having received two doses of live mumps virus vaccine and shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.
- Measles: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of having received two doses of live mumps virus vaccine and shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.
- Polio: Two does by 1 year of age. One additional dose by 2<sup>nd</sup> birthday. For the first entry into school four or more doses of the same type of Polio vaccine with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- Varicella: Any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of

having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease or laboratory evidence of varicella immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, proof of having received at least two doses of varicella vaccine or other proof of immunity shall be submitted prior to the school year in which the child reaches the ages of five, 11 and 15. Only those children who have been (1) immunized with varicella vaccine, (2) have had physician diagnosed varicella disease, (3) have a health care provider's interpretation that a parent's or legal guardian's description of varicella disease is indicative of past infection, (4) or have laboratory evidence of immunity, shall be considered to be immune.

- Invasive Pneumococcal Disease: Any child under two years of age entering a child care facility or school program below the kindergarten level shall show proof of immunization that complies with the pneumococcal vaccination schedule. Children 24 to 59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. Any child who has reached his or her fifth birthday shall not be required to provide proof of immunization with pneumococcal conjugate vaccine.

**The New Certificate of Religious Exemption form is available on the IDPH website.** This form must be signed by a health care provider.

### **HEARING AND SIGHT SCREENINGS**

- Hearing screenings will be done yearly for students in grades K, 1, 2 and 3 as well as all Special Education students, students new to the district and teacher referrals.
- Vision screenings will be done yearly for students in grades 2 & 8 as well as Special Education students, students new to the district and teacher referrals.
- Speech screenings are done in kindergarten.
- These screenings are done as a service to the students in our district.
- This statement serves as notice to parents of screening procedures.
- To allow this data to be shared back to District 50, we will ask you to sign a Health Information Privacy Act (HIPPA) release at registration.

### **NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

This is to notify you that John L. Hensley Schools, District 50 Schools, has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the District Office (Monday through Friday- 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the Superintendent at 745-8914.

## **PESTICIDE REGISTRATION**

District 50 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Principal's office if you wish to be added to the registry.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **MANDATED REPORTERS**

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

## **CLASSROOM TEACHER'S QUALIFICATION**

100% of teachers and paraprofessionals at District 50 Title I Schools meet NCLB requirements. In accordance with the No Child Left Behind Act (PL107-110), be advised that district parents have the right to request information on the professional qualification of their children's classroom teachers. Parents have the right to request the following information:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- whether the teacher is teaching under the emergency or other provisional status;
- the major of the bachelor's degree earned by teacher and any other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- whether the child is provided service by paraprofessionals and, if so, their qualifications.

## **HOMELESS EDUCATION INFORMATION**

A homeless individual is someone who lacks a fixed, regular and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education of Homeless Children Act provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. If you have questions related to the education of homeless children or would like additional information, brochures, posters, or resource lists, please contact the Superintendent at:

Organization: District 50 Schools  
Address: 304 E. Almond Drive  
Washington, IL 61571  
Phone: 309/745-8914

## **STUDENT BEHAVIOR**

The goals and objectives of this policy are to provide effective discipline.

- (1) ensure the safety and dignity of students and staff;
- (2) maintain a positive, weapons-free, and drug-free learning environment;
- (3) keep school property and the property of others secure;
- (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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 or controlled substance, or cannabis (including medical cannabis, marijuana, 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. 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 tablet or powdered form.
- g. "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.
- h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or 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 (such as calling 911); 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; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related 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. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. 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.

## Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. 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.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves

criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and 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.

## CORPORAL PUNISHMENT

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

## Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

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

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

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

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

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

## **SEARCH AND SEIZURE**

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

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

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

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

### **Students**

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

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and



3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **GRADES K-3 DETENTIONS**

If communication with the parents regarding detention is in writing, signed verification must be returned to the school regarding detention.

### **DISTRICT 50 DISCIPLINE GUIDELINES ECE-3**

Philosophy of Student Discipline

The staff, administration, and Board of Education of District 50 Schools believe that every student should have an opportunity to receive a quality education. One of the most essential ingredients in striving to insure each student has this opportunity is appropriate student behavior. The rules and regulations set forth by this district were created in order to provide a safe environment which tries to protect the rights of those students who really want to learn. It is important that all students and parents know the school rules and consequences which relate to conduct and discipline.

We realize that these Discipline Guidelines are not all inclusive. Therefore, rules and regulations stated in the individual teacher's classroom, the Athletic Code of Conduct, and the Board of Education Policy also apply.

**DETENTION – STAYING AFTER SCHOOL WITH SUPERVISION FOR THIRTY TO SIXTY MINUTES**

**ISS – IN SCHOOL SUSPENSION (ISOLATION) WITH PARENT NOTIFICATION**

**EXTERNAL/OUT OF SCHOOL SUSPENSION – TEMPORARY EXCLUSION FROM SCHOOL WITH PARENT NOTIFICATION**

**EXPULSION – PERMANENT EXCLUSION FROM SCHOOL**

### **Definition of Misconduct**

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school, provided there is a direct relationship between the conduct and the school's education function. It shall be further defined as

committing any act or conduct disruptive to, or interfering with, any phase of school or classroom operation or activity.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of any suspension/expulsion reasons.

These rules will apply for all school-sponsored activities and athletic events on, within sight of school grounds, or at another school, before, during or after school hours, and at any other time when the school is being used by a school group.

### **SUSPENSIONS**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will

address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
  - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
    - a) A threat to school safety, or
    - b) A disruption to other students' learning opportunities.
  - ii. For a suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer

and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### EXPULSIONS

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their

determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

1. ALCOHOL – DRUGS – TOBACCO (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) – INHALANTS – ANABOLIC STEROIDS – DRUG PARAPHERNALIA – POSSESSION – USE – UNDER INFLUENCE OF, LOOK-A-LIKES

1<sup>ST</sup> The student's parents will be contacted to set up a conference with the principal. The student will be evaluated, and if appropriate, counseled either by school personnel or a private counselor. The method of counseling will be subject to the approval of the Building Principal.

2<sup>nd</sup> 1 DAY ISS

2. ALCOHOL – DRUGS – TOBACCO (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) – INHALANTS – ANABOLIC STEROIDS – DRUG PARAPHERNALIA – LOOK-A-LIKES – SELLING OR GIVING TO OTHERS

1<sup>st</sup> 5-Day External Suspension, Expulsion Proceedings, Referral to Outside Counseling, Police Notification

3. AMMUNITION

1<sup>st</sup> Confiscation with Parent Notification and the Consequences will range from Detentions to External Suspension with Expulsion Proceedings based on seriousness of the offense

4. CHRONIC ABSENCES

Students with 15 or more days of excused or unexcused absences from school will be reviewed by staff and administration to determine if a consequence is warranted. Administration will make the decision if any consequences are warranted.

After the 10<sup>th</sup> day or 5<sup>th</sup> consecutive day of absence related to illness, a physician's note will be required to excuse future absences related to illness. This will be done on a semester basis with second semester starting over.

5. BOMB THREATS

1<sup>st</sup> 10-Day Suspension with Expulsion Proceeding. Police notification

6. CHEATING

1<sup>st</sup> Consequence at the teacher's discretion

7. COMPUTERS/INTERNET

1<sup>st</sup> The use of the District's computers and internet is a privilege, not a right. Inappropriate use could result in the following consequence: Warnings, Detentions, School Suspensions, School Expulsions, Cancellation of the Privilege, and Referral to Legal Authorities for Prosecution based on seriousness of offense.

\*Note: Actions that take place off campus can result in disciplinary action if the act causes a disruption at school or interferes with the safety of those at school.

8. DISRUPTIVE BEHAVIOR/ACTS

A. CLASSROOM

1<sup>st</sup> Consequences will range from a warning to External Suspension with Expulsion Proceeding based upon seriousness of offense.

B. HALLWAYS/RESTROOM

1. No gum and no candy
2. No running, pushing, shoving, etc.
3. No inappropriate voice volume

1<sup>st</sup> Consequence at the teacher's discretion

- C. LIBRARY
- 1<sup>st</sup> Warning  
 2<sup>nd</sup> Removal from Library (1 week)  
 3<sup>rd</sup> Removal from Library until readmitted by librarian, teacher, or principal.
- D. LUNCHROOM
- 1<sup>st</sup> Consequences will range from a warning to suspension or denial of privilege based upon seriousness of offense.
- E. BUS
- 1<sup>st</sup> Consequences will range from a warning to suspension or denial of privilege based upon seriousness of offense.
- F. SCHOOL SPONSORED ACTIVITIES/ FIELD TRIPS
- 1<sup>st</sup> Consequences will range from a warning to External Suspension with Expulsion Proceedings based on seriousness of offense.
- G. BICYCLES
- 1<sup>st</sup> Warning  
 2<sup>nd</sup> 5 Day Bike Suspension (Loss of Privilege)  
 3<sup>rd</sup> Bike Suspension (Loss of Privilege) for remainder of semester
9. FALSE ACCUSATIONS AGAINST OTHER STUDENTS, TEACHERS, SCHOOL STAFF AND OTHERS
- 1<sup>st</sup> Consequences will range from a warning to suspension based on seriousness of offense.
10. FAILURE TO SERVE DETENTION
- 1<sup>st</sup> 1 Additional Detention  
 2<sup>nd</sup> Detention  
 SUBSEQUENT 1-Day ISS
11. FALSE FIRE ALARM
- 1<sup>st</sup> 3-Day Suspension, Expulsion Proceedings, Police Notification
12. FIGHTING – PHYSICAL CONTACT
- 1<sup>st</sup> Detention with Parent Notification  
 2<sup>nd</sup> 1-DAY ISS with Mandatory Parent Conference  
 SUBSEQUENT 1-DAY External Suspension
13. FIREWORKS
- A. POSSESSION
- 1<sup>st</sup> 1-Day ISS, Police Notification  
 SUBSEQUENT 1-Day External Suspension, Police Notification
- B. USE OF
- 1<sup>st</sup> 10-Day External Suspension, Expulsion Proceedings, Police Notification
14. GANG RELATED ACTIVITY
- 1<sup>st</sup> Consequences will range from parent conference, to detention, required counseling, suspension, expulsion proceedings, police notification based upon seriousness of offense.
15. GIVING FALSE INFORMATION – LYING WHEN BEING QUESTIONED
- 1<sup>st</sup> Consequences will range from warnings to detention and parent contact based on seriousness of offense.
16. INSUBORDINATION/DEFIANCE/DISRESPECT
- 1<sup>st</sup> Consequences will range from 30 minute detention to external suspension based upon seriousness of offense.
17. LANGUAGE (INAPPROPRIATE) – VERBAL/NONVERBAL
- 1<sup>st</sup> 30 minute Detention/Parent Contact  
 2<sup>nd</sup> 60 minute Detention/Parent Contact  
 SUBSEQUENT ISS/Parent Conference
18. LEAVING SCHOOL GROUNDS - UNAUTHORIZED
- 1<sup>st</sup> Half day ISS  
 2<sup>nd</sup> 1-Day ISS  
 3<sup>rd</sup> 3-Day External Suspension  
 4<sup>th</sup> 10-Day External Suspension, Expulsion Proceedings
19. MATCHES OR LIGHTER – POSSESSION OF
- 1<sup>st</sup> Confiscation with Parent Notification and the consequence will range from detentions to external suspension with expulsion proceedings based upon seriousness of offense
20. PAGERS/CELLULAR PHONES
- 1<sup>st</sup> Confiscation with Parent Notification and the consequence will range from detentions to external suspension with expulsion proceedings based upon seriousness of offense

21. PASSES – ABUSES OF

1<sup>st</sup> Consequences at the teacher's discretion

22. PHYSICAL ASSAULT/BATTERY TOWARDS STUDENT, TEACHERS, SCHOOL STAFF, GUESTS or VOLUNTEERS

1<sup>st</sup> Consequences will range from 3-Day External Suspension to External Suspension with Expulsion Proceedings based upon seriousness of offense.

23. PHYSICAL HORSEPLAY - INTENTIONAL

1<sup>st</sup> 30 minute detention with Parent  
Notification by student  
2<sup>nd</sup> ½ Day ISS  
3<sup>rd</sup> 1-Day ISS  
SUBSEQUENT Administrator's Discretion

24. ELECTRONIC DEVICES, TOYS, LASER POINTERS, OR OTHER ITEMS (POSSESSION OF) – NOT A PART OF CLASSROOM PROJECTS

1<sup>st</sup> Confiscation by teacher – parents may pick up item from teacher or it will be given back to student on the last day of school.

25. SEXUAL HARASSMENT – PHYSICAL/VERBAL/NONVERBAL

1<sup>st</sup> 1 Day External Suspension, Mandatory Conference with Principal, Police Notification  
2<sup>nd</sup> 3 Day External Suspension, Mandatory Conference with District 50 Superintendent Prior to re-Entry, Police Notification  
3<sup>rd</sup> 10 Day External Suspension, Expulsion Proceedings, Police Notification

26. STEALING/POSSESSION OF STOLEN PROPERTY

1<sup>st</sup> Consequences may include restitution, Suspension, Expulsion and/or Police Notification based upon the seriousness of offense.

27. TARDIES (UNEXCUSED TO SCHOOL) – (Only following reasons will be accepted for EXCUSED TARDIES – Medical, Dental, Vision Appointments with verification, Death in Family, or any other Emergency deemed appropriate by administration.)

1<sup>st</sup> Every 5<sup>th</sup> UNEXCUSED TARDY a letter will be sent to parents to notify them of the tardies.

2<sup>nd</sup> After 10 UNEXCUSED TARDIES, parents will be contacted via letter and by phone to establish a conference/meeting regarding the tardies.

28. THREATS, BULLYING, HARASSMENT DISCRIMINATORY NATURE TOWARD STUDENTS – VERBAL/NONVERBAL

1<sup>st</sup> Consequences will range from warnings to

suspensions based on seriousness of offense.

29. THREATS TOWARD TEACHERS, SCHOOL STAFF, GUESTS, OR VOLUNTEER WORKERS

1<sup>st</sup> Removal from the classroom for the rest of the day, an ISS for the following day, Mandatory Conference, Required Counseling

2<sup>nd</sup> Consequence will range from 1-day ISS to External suspension based upon seriousness of offense.

30. TRUANCY

1<sup>st</sup> After 3 consecutive truant days or 10 truant days in one semester, consequences will range from 1-Day ISS to External Suspension based on seriousness of offense.

SUBSEQUENT Outside Agency Referral, Police Notification

31. VANDALISM – INCLUDES SCHOOL, EMPLOYEE AND STUDENTS' EFFECTS AND/OR PROPERTY

1<sup>st</sup> Consequence will range from 30 minute detention to suspension based on seriousness of offense, restitution for all damages

32. VULGAR OR OBSCENE LANGUAGE – VERBAL/NONVERBAL

1<sup>st</sup> Consequences will range from 30 minute detention to External suspension based upon seriousness of offense

SUBSEQUENT Consequences will range from 1-Day ISS to External Suspension with Expulsion Proceedings

33. WEAPONS – POSSESSION OF, USE OF, AND/OR THREATENING TO CAUSE HARM TO AN INDIVIDUAL BY USING A WEAPON– ALSO INCLUDING SHOOTERS, RUBBERBANDS, THUMB TACKS, POPPERS, HEAVY DUTY CHAINS, ETC.

1<sup>st</sup> Consequences will range from Confiscation with Parent Notification to 10-Day External Suspension with Expulsion Proceedings and Police Notification based upon seriousness of offense

SUBSEQUENT Any ECE-3<sup>rd</sup> Grade student who is removed from the classroom to the office or who received an in school suspension, an external suspension, a bicycle suspension, a bus suspension, or a lunchroom suspension may lose the privilege to attend the next scheduled fun activity, such as: Family Reading Nights, Arts Day, Assemblies, Field Trips, school parties, etc.

VIOLATIONS OF #s 1, 2, 5, 13B, 22, 25, 29, 33 WILL AUTOMATICALLY RESULT IN A STUDENT LOSING THE PRIVILEGE TO ATTEND FIELD TRIPS.

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **DRESS CODE/ADDENDUM**

Students are expected to dress appropriately for school. It is important that the clothes children wear are not disruptive to the education of the children and that they do not present a danger to anyone.

Inappropriate dress includes:

- Shorts or skirts shorter than mid-thigh
- Unhemmed cut offs, athletic shorts, or short shorts
- Fishnet type clothing (unless layered appropriately)
- Hats or sunglasses worn in the building
- Cut, burned or slashed jeans where holes are above mid-thigh
- Transparent attire, or brevity such as bare midriff
- Clothing which has any reference to drugs, tobacco, alcohol, death, obscenities, and occult related symbols or activities
- Generally, coats and jackets are not to be worn to classes or in the cafeteria
- Spandex or nylon shorts or slacks such as bicycle shorts unless covered by an appropriate outer garment
- Tank tops, tube tops, muscle shirts, or halter tops
- Jeans or pants that completely covers the shoes
- Jeans, pants or shorts that do not stay up off their hips – student must wear a belt

### **GLOSSARY**

**ARREST** – A complaint is filed with the police by the school. The Principal or Administrator must swear out a complaint if arrest is warranted.

**ARSON** – The act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

**ASSAULT** – Intentionally engaging in conduct (without physical contact) that places another in reasonable apprehension of bodily harm; includes threats and verbal assaults.

**BATTERY** – Intentionally causing bodily harm to another.

**BULLYING** – Constantly disturbing by pestering, tormenting, or hazing others.

**BURGLARY** – Knowingly and without authority entering or remaining without authority within a building or vehicle with intent to commit therein a felony or theft.

**CONFISCATION** – taken and kept.

**DETENTION** – recess time or time outside of school at principal's discretion assigned for disciplinary actions.

**DISCRIMINATORY NATURE** – Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sexual orientation, disability, or religion.

**DISRUPTIVE** – Interrupting the ability of teachers to teach and students to learn.

**DUE PROCESS** – The notification of the student and parent concerning an alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charge(s), and why the disciplinary action is necessary.

**EXPULSION** – The removal of a student from school for 11 days or more, not to extend beyond the balance of the current school year. (This requires a formal due process hearing including written notification of charges.) The student and parent are informed by registered or certified mail of a hearing for the purpose of expulsion through the due process procedure. This requires action by the Board of Education. This definition does not apply to exclusion of student from school for failure to comply with immunization requirements.

**EXTERNAL SUSPENSION** – The involuntary removal of a student from class attendance or school attendance for 10 days or less. (Any such removal requires minimal due process, including parental notification.) A student may be considered as trespassing if present on school grounds during the period of suspension. Completed homework is to be turned in upon return to school.

FIGHTING – Physical conflict between two or more individuals.

HARASSMENT – Participating in behavior that intimidates, injures, or degrades other people physically and/or verbally.

IN-SCHOOL SUSPENSION (ISS) – The student remains in school. All privileges are suspended; classes are not attended. The action is recorded in the student's folder. Completed homework is due at the end of the final day of suspension.

INTIMIDATION – Engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force.

LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION – "School grounds" refers to the school and the school property adjacent to the building.

LOITERING – Occupying an unauthorized place in the school or on school grounds.

POLICE NOTIFICATION -- A report is filed with the police department. The action is recorded in the student's folder. Police make the determination as to whether arrest is warranted. The Principal or Administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest.

POSSESSION – The mere fact of physical control of real or personal (whether lost, found, mislaid, or stolen) property.

RESTITUTION – Returning, replacing, and/or paying for stolen or destroyed items.

ROBBERY – The taking of personal property in the possession of another by the use of force or by threatening the imminent use of force.

SEXUAL HARASSMENT – Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, blocking student's movement, pulling at clothes, etc.

SUBSEQUENT – Any further offenses.

THEFT – The obtaining or exerting of unauthorized control over the personal property of another.

VANDALISM – The willful or malicious destruction or defacing of school property or the property of others.

All of the above rules, regulations, and procedures are in effect for the 2016-2017 school year and have been approved as policy by the District 50 School Board at the May, Regular School Board Meeting. Any changes in state law or board policy adopted during the year will supersede stated information in the Handbook for the 2016-2017 school year.

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