

**To:** Flanagan Elementary and Junior High School Students

**From:** Mr. Jerry Farris, Superintendent and Principal Grade PK-4  
Mr. Brian Yoder, Principal Grades 5-12

Welcome Back! We hope you enjoyed summer vacation and are ready for another GREAT year at Flanagan-Cornell Unit 74.

We have some new students and staff members this year. Please do your part to make everyone feel comfortable and welcome.

The custodial staff has done a great job this summer getting the building cleaned, repaired, and ready for the school year. Let's do our best to keep the building clean and fresh.

We firmly believe and expect that everyone wants to do what is right and necessary for Flanagan Grade School to continue being *the best school*. We also believe it is easier to do that if you know what is expected of you. From the first day of school through our final day in the spring, meeting these expectations will help us have a great school year. Please read it carefully and keep it in a safe place in case questions arise later.

We also have some personal expectations that we would like to make you aware of:

We expect you to:

- 1). **ALWAYS** treat others with courtesy and respect.
- 2). Make good choices.
- 3). Complete your work to the best of your ability.
- 4). Keep our campus safe, clean, and beautiful.
- 5). Follow all rules as designated by the school and your teachers.
- 6). Remember the importance of positive attitudes and relationships.
- 7). Make a lifelong commitment to learning. Don't be afraid to try new things.
- 8). Strive to make your parents, teachers, friends, and school proud of you.
- 9). Remember that you always represent your school. Please do so in an acceptable manner.

### **FLANAGAN-CORNELL UNIT 74 ~ MISSION STATEMENT**

To prepare our students to function productively and responsibly in the twenty-first century, Flanagan-Cornell Unit 74 shall provide a learning environment in which every student can not only acquire and apply knowledge, but also develop a sense of community, which balances self-interest with the interest of others.

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## **GENERAL SCHOOL GUIDELINES**

### **STUDENT RESPECT FOR ALL STAFF**

Every student will show respect to all teachers and staff members at all times. All school staff members have authority and responsibility for maintaining student safety and discipline.

### **ARRIVAL TIME**

For safety reasons, students are not to report to school before 7:30 am unless special arrangements are made with the administration. Class begins at 8:10.

Flanagan-Cornell Schools are a closed campus. Once students arrive to school they are not permitted to leave school property without permission from the administrator or designee.

### **ATTENDANCE & TARDINESS**

Regular attendance is directly related to a successful experience in the classroom. Occasionally, however, absences may be necessary for severe illness, death in the family, or emergency reasons. During these times a written statement from the parent or guardian requesting a student to leave during school hours is to be given to the office by 8:20 a.m.

When a student is absent, his/her parents are required to call the elementary school office by 8:30 a.m. This call is important so we know that your child is safe. It also allows us to make arrangements for homework assignments and is essential if teachers are to put aside class materials and tests for extended periods of absence. In the event that we do not receive a call, an effort will be made to contact the parents to confirm the reason for absence. The student will be listed as unexcused unless the parent and/or guardian make contact within 24 hours of the absence with a valid excuse for the absence. Once a student has accumulated 10 absences, a doctor excuse stating that the student is unable to attend school will be required for subsequent absences to be excused. The Regional Truancy Outreach Program may be notified once a student has accumulated 10 or more absences.

Any time a student becomes ill during school hours, they should notify the grade school office so that the parents or guardian may be notified.

Students are expected to be in their classroom ready to begin class when the 8:10 bell rings to begin school. A tardy will be issued to students who arrive late to class without a pass. Any student who has been tardy 3 times to the same class in a nine-week period may receive a detention. Any student who has received 3 detentions for tardiness may receive an In-School Suspension.

When a student is arriving late or leaving early from school, the student and/or parent must sign the Check-in/Check-out Log in the elementary school office.

In order for a student to participate in or attend a scheduled extra-curricular activity on a school night, the student must be in attendance at school by 10:00 a.m. the day of the event and if the student leaves at any time during the school day the student may not attend the event that evening. The only exception will be by prearranged absence for doctor's appointments or in the case of some family emergency as approved by the administration.

## EMERGENCY ANNOUNCEMENTS/CLOSURES

We use Blackboard Connect, an automated messaging system, to communicate special dismissal times and emergency school closings. Please notify the school office when you have a new telephone number.

You may also tune in to these tv/radio stations for school information & announcements:

WEEK ~ Channel 25

WJBC 1230 AM (Bloomington)

WMBD ~ Channel 31

WJEZ 98.9 FM (Pontiac)

## VISITORS

A visitor is any person who is not a student or employee of the district. All visitors are required to report to the school office and sign in upon entering the building. They may be given an identification badge to wear during their visit. Parents/Guardians are welcome and encouraged to visit the school, however, state law requires visitors to sign in at the school office prior to visiting students or classrooms. Parents should wait outside the school entrance when picking children up at the end of the regular school day.

## STUDENT GUESTS

While we are aware that students find it fun to bring visiting guests to school, they are a distraction and an interruption of the educational process. Therefore, student guests will not be permitted without prior notification and special permission from the administration. As always, parents, grandparents, etc. continue to be welcome on the designated visitation days.

## STUDENTS OUT OF CLASS

Students out of class for other school functions should get assignments ahead of time, and all work must be completed when they return. This is a requirement of participation in extra-curricular activities and is solely the responsibility of the student.

## MOVING OUT OF THE DISTRICT

If your family plans to move out of the school district please notify the grade school office as early as possible so that we can help prepare a smooth transition for the students.

## FAMILY VACATIONS

Parents wishing to take their children out of school for a trip or family vacation should make their request directly to the building principal at least ten (10) days prior to the event. It is recommended that students collect their assignments before leaving. All work should be turned in within a reasonable amount of time as determined by the classroom teacher. Absences may be unexcused if the ten-day notice has not been given.

## MANDATED REPORTING OF CHILD ABUSE

Flanagan Board of Education and Administration support the state law mandating that a report to DCFS be made when any form of child abuse or neglect is suspected. For the safety of the child, that law dictates that parents will not be notified prior to the report.

## STUDENT DRESS

The style of clothing and hair (that abides by school dress code) shall be left to the discretion of the parents as long as it does not interfere with the health and welfare of the students, disrupt the classroom atmosphere, impede classroom decorum, and cause distraction to other students so as to interfere with the educational process in the school. However, students generally conduct themselves in a manner similar to the way in which

they dress and groom. Any type of dress or grooming which is disruptive will not be permitted.

Hats and headscarves are to be taken off when entering the building and remain off until you leave the building during the school day.

#### JUNIOR HIGH DRESS CODE

- Trousers, shorts, and other items of clothing designed to be worn on the bottom half of the body will be worn at the waistline. No clothing will hang on the hips.
- Short shorts are not allowed. A good rule of thumb: if you can touch skin when your arms are hanging naturally at your sides; your shorts are too short.
- Shirts and other clothing with inappropriate slogans or advertising are not permitted.
- Mesh shirts, midriff, spaghetti straps, or straps less than one inch, racer back tanks, halter tops, strapless, bare feet, etc. are inappropriate for either girls or boys and will not be permitted.

The administration will exercise its discretionary authority to determine if a garment is disruptive in nature.

#### IN CASE OF INJURY

Accident insurance is available to all students. Two types of insurance are offered: (1) for the school day and (2) 24-hour protection.

Any pupil who is injured should report that injury to his teacher and to the grade school office immediately.

#### HEAD LICE, SCABIES AND OTHER COMMUNICABLE CONDITIONS

Students found to have head lice, scabies, or other communicable conditions will be excluded from school. The parent/guardian should check with their physician and/or the Health Department for proper treatment. In the case of scabies and other communicable conditions, students may return to school only after proper treatment is documented. In the case of head lice, students may return to school only after they are nit free.

#### MEDICATION

All student medication must be stored in the office, including non-prescription medication (cough medication, pain relievers, etc.). Students may not keep medication with them. Parents allowing non-prescription medications to be administered must fill out a form. A physician and parent must fill out a form for all prescription medications. Medication forms are available in the office. FC 74 cannot give over the counter medication to students without this form.

#### LOST AND FOUND ARTICLES

Lost and found articles are kept on a table in front of the grade school office. Found articles should be turned in to the office with any information to assist in finding the owner. Lost articles should be reported immediately. Students or parents may contact the office for information. Items will be donated to charity each semester.

#### USE OF TELEPHONE

The office telephone is a business phone and should not be used by students except in an emergency. Students will not be allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

## LOCKERS

A locker is issued to each student in grades 5-8 at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Drinks and opened food products are NOT permitted. Display of drawings, symbols, graffiti, and/or other materials which are offensive, promote violence, or could be interpreted to be gang related are not permitted on or in the locker.

Students may bring a lock to place on their locker. The office must be given an extra key or the combination for any locks placed on lockers.

Property that is placed in the locker in such a way that it interferes with the normal operation of the door will be held in the office and a locker violation may be issued. Locker violations carry the penalty of a noon-hour detention for the purpose of cleaning out the locker.

## BOOK BAGS

Book Bags must be small enough to fit in lockers without interfering with the normal operation of the door, and may not be carried from class to class during the day.

## VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. FC74 is not responsible for valuables that students bring to school. Thus, it is recommended that students leave all valuables at home.

## BICYCLES

Students are expected to obey all safety regulations when riding bicycles to school. Failure to do so will result in the students forfeiting this privilege. Kindergarten students are not allowed to ride bicycles to school. It is also preferred that 1<sup>st</sup> graders not be allowed to do this. However, if a parent feels that his/her child has developed sufficient awareness and skill to ride to school safely and wish for their child to do so, they must come to the grade school office and sign a waiver.

## PARKING LOT ~ AFTER SCHOOL PICK UP

When picking up a student after school, all parents/guardians must park their vehicle and walk to the safety zone to pick up their child/children. Parents/guardians may only park west of the safety zone. No one is to cross the safety zone with a vehicle during dismissal in order to keep our students safe.

## SCHOOL BUS RIDERS: RULES AND REGULATIONS

School bus riders, while in transit, are under the jurisdiction of the SCHOOL BUS DRIVER unless the local board of education has an adult on the bus to supervise the riders.

It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders.

- A). Be on time at the designated school bus stop; help keep the bus on schedule.
- B). Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
- C). Be careful in approaching the place where the bus will stop. DO NOT MOVE TOWARD THE BUS until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
- D). Do not leave your seat, stand up or kneel in your seat while the bus is in motion.

- E). Be alert to a danger signal from the driver. He/she is in complete command of the bus.
- F). Remain in the bus in the event of a road emergency until instructions are given by the driver.
- G). Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus. Students should not lower or raise the windows.
- H). Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. No profanity should be used by students or drivers.
- I). No smoking (in any form) is allowed on the bus by students or drivers.
- J). Be absolutely QUIET when approaching and crossing a railroad crossing.
- K). Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.

#### FIELD TRIPS & SCHOOL SPONSORED EVENTS

Students attending school-sponsored events are subject to the same rules and regulations as apply during school hours.

Unless prearranged and approved by the principal, all students must ride in school operated vehicles when appearing in athletic, music, and/or any other major school sponsored event, home economics trips, class field trips, etc. Athletes must ride to and from athletic contests on school operated buses or cars, unless parents sign a permission statement for student athletes to ride home with them from contests. Those who ride to out of town games in spectator buses must return on the bus or forfeit the right to ride to future events, except that parents may take charge of their own at any time, after the parents inform the bus chaperone.

Field trips are intended for specified classrooms and volunteer adult chaperones only. Non-classroom children will not be allowed to attend field trips.

**Field Trip Guidelines:** Excessive detentions and suspensions could prevent a student from participating in a field trip.

Students are expected to attend scheduled field trips. Students may not be allowed to participate in field trips if they are on the ineligibility list during the week of the trip.

This includes the 8<sup>th</sup> grade class trip, as well as, other class field trips that are not required by the teacher.

#### DELIVERY OF GIFTS/FLOWERS

Delivery of gifts and flowers to school for special occasions is discouraged. If such items are delivered for students during school hours, they must be brought to the school office and will be given to the student at the end of the school day.

## ACADEMICS

<u>GSI SCALE</u> (Grades 1 – 2)		<u>GRADING SCALE</u> (Grades 3 – 8)		<u>BELL SCHEDULE</u> (Regular Dismissal)	
G+	100	A+	100	Homeroom	8:10 – 8:15
G	92 – 99	A	94 - 99	1st hour	8:15 – 9:00
G-	90 – 91	A-	92 - 93	2nd hour	9:03 – 9:48
S+	84 – 89	B+	90 - 91	3rd hour	9:51 – 10:36
S	76 – 84	B	85 - 89	4th hour	10:39 – Lunch/Recess
S-	74 – 75	B-	83 - 84	5th hour	11:54 – 12:39
I	73 or below	C+	81 - 82	6th hour	12:42 – 1:27
		C	76 - 80	7th hour	1:30 – 2:15
		C-	74 - 75	8th hour	2:18 – 2:58
		D+	72 - 73		
		D	67 - 71		
		D-	65 - 66		
		F	64 or below		

### FLANAGAN JUNIOR HIGH CLASSROOM RULES

- 1). When the bell rings, I will be in my desk with paper, pencils, and books, ready to begin.
- 2). I will have my assignments completed on time.
- 3). When I have something to say, I will raise my hand and wait for permission to speak.
- 4). I will respect my classmates and my teacher, and I will respect other people's property.
- 5). I will ignore inappropriate behavior.

These are school wide rules. Individual teachers may have additional rules students must adhere to.

Consequences may include, but are not limited to the following:

- 1). Verbal warning.
- 2). Send home detention warning.
- 3). Send home detention notice and 30-minute detention.
- 4). Send home detention notice, 30-minute detention, & see the Principal during the day.
- 5). Send to the Principal along with detention notice and 30-minute detention. A conference with the teacher, student, parents, and the principal will take place before the student is allowed back in class.
- 6). If circumstances warrant, a detention will be issued immediately.
- 7). Serious infractions will be dealt with by the teacher and the student will be sent or escorted to the office.

Students are expected to exhibit acceptable standards of behavior at all times and will be disciplined by staff members outside of the regularly scheduled classes as well. This includes, but is not limited to, before and after school, in between classes, recess, cafeteria, bus trips, and any other school situation. Students attending school-sponsored events are subject to the same rules and regulations as apply during school hours. Disciplinary measures will vary with the infraction and the situation.

At the end of each grading period, the students will start with a clean record with each teacher and the process starts over.



## GUM

At the discretion of the classroom teacher, chewing gum or candy may be allowed in class. In classrooms where gum or candy is not allowed, detentions may be given to repeat offenders.

## FOOD & DRINKS

Food and drinks are not allowed within the classroom or in lockers (other than a packed school lunch). At the discretion of the classroom teacher, food and drinks may be allowed in class for special occasions or other circumstances (including extreme heat or a medical need). Detentions may be given to repeat offenders.

## SUBSTITUTE TEACHER

Every student will have a substitute teacher sometime during the school year. Students are expected to be extra courteous to substitute teachers. Substitutes also have the same authority and responsibility for maintaining classroom discipline as the regular teacher. All classroom rules and procedures still apply.

## STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- 1). Come to class prepared with pencil, paper, and other necessary materials.
- 2). Be an active participant in class. Listen well and take part in class.
- 3). Ask questions to clarify problems.
- 4). Plan your day and schedule time for homework.
- 5). Use what is learned and apply it to new situations.
- 6). Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

## ELECTRONIC DEVICES

**Cell Phones, Cellular Devices, and Electronic Devices:** Cell Phones, cellular devices, and other electronic devices should be turned off and kept in a book bag or locker during the school day, and should only be used with teacher permission.

## ASSIGNMENT BOOKS

Assignment books are issued to all students in grades 1-8 for two purposes. They are instrumental in helping the student become more organized and they facilitate home/school communication. Students should complete them on a daily basis, and parents may be expected to review and sign them at certain grade levels. If an assignment book is lost or destroyed the student must replace it at his or her own expense.

## TEXTBOOKS

Students will be issued textbooks periodically during the year. Every effort will be made to insure that these will be in good condition. The student will be responsible for repair and/or replacement at their own expense of any damaged or defaced books.

## YEARBOOK

The Flanagan Grade School yearbook is distributed each May and contains a picture of each student in grades PK through 8, school staff, organizations, athletic teams, cheerleaders, and school activities. A notice is sent home with each student during February with purchase information.

## 5<sup>TH</sup>-8<sup>TH</sup> GRADE HOMEWORK POLICY

Homework is important. It is an extension of the learning that takes place at school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Failure to complete or turn in assigned homework may result in the following consequences: verbal warning, detention warning, 30-minute detention. Each classroom teacher will outline specific homework guidelines.

If a student accumulates three (3) detentions within a nine-week period for late or incomplete homework, they may be given an in-school suspension.

Teachers will assign a specific due date and time for homework.

- Students handing in late homework may receive a late homework grade.
- A late homework grade will be determined by the individual teacher.
- Students will be responsible for submitting all late homework.
- Teachers will not track down students for late assignments.

## JR. HIGH (5th-8th) RECESS/NOON HOUR STUDY HALL

Students will have the option to go to noon hour study hall or recess if they maintain a C- or above in all classes.

Students must go to noon hour study hall if:

- They do not maintain a grade of C- or above in all classes
- They are absent for an academic class, they must go to noon hour study hall for the next available recess to make up missed work
- They are not at their halfway AR goal after the midterm (Students will go to study hall until they meet their goal or through the end of the quarter.)

## REPORT CARDS

The school year is divided into four grading periods. At the halfway point in each grading period, Progress Reports are mailed for students in 5<sup>th</sup> – 8<sup>th</sup> grades. Report cards are issued for all the students at the end of each grading period. The Kindergarten through 3<sup>rd</sup> grade report cards will be sent home with students. The 4<sup>th</sup> through 8<sup>th</sup> grade report cards will be mailed.

In addition to letter grades in the different subjects, a citizenship mark is also given on quarter report cards. Citizenship is the student's ability to get along with classmates, teachers, and others of authority. It is as important to his/her total welfare as his/her academic training. Qualities of Citizenship include: honesty, neatness, accuracy, initiative, courtesy, and responsibility.

## ELIGIBILITY

Extracurricular eligibility criteria will apply to all IESA activities. Eligibility criteria will also apply to all extracurricular activities including Art and Music contests, plays, musicals, etc.

## PLAGIARISM

Plagiarism is defined as copying, writing, or borrowing ideas from another person and presenting it as if it is one's own. Student's caught plagiarizing will receive a zero on the project/assignment. It will be at the discretion of the teacher whether or not the student may make up the work. These incidents will be reported to the Principal.

## CHEATING

Cheating may be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers, or speaking with someone during a test or a quiz. Students caught cheating will receive a zero on the project/assignment. It will be at the discretion of the teacher whether or not the student may make up the work. These incidents will be reported to the Principal.

## LIBRARY

Library is scheduled for grades K-8 weekly. Each child in 1<sup>st</sup> – 8<sup>th</sup> grade may check out 2 books at a time. Students may go to the library during times designated by the librarian. Kindergarten students check out books in their room.

Most books can be borrowed for one week and renewed up to three times. There are only a few overnight books, such as encyclopedias, which can be taken out only after school and must be returned before the first period the following day. Books may be borrowed or returned at any time of day, except when a class is scheduled in the library. Loss of books requires replacement fees and may result in the loss of library privileges.

## PHYSICAL EDUCATION

Physical education is required of all students in grades 1 through 8. Each grade will have a scheduled PE period daily.

Health class is offered to Jr. High students in addition to PE. Health is a course that is scheduled on a rotation basis with other special curriculum classes.

*Uniforms:* Students in the 5<sup>th</sup> – 8<sup>th</sup> grades must buy a P.E. uniform. Students are encouraged to write their name on their uniform.

### **Girls**

**Shorts:** plain black, grey, or orange

**Shirts:** plain black, grey, or orange

### **Boys**

**Shorts:** plain black, grey, or orange

**Shirts:** plain white, black, grey, or orange

*Clean P.E. Clothes:* All students who wear PE clothes are to take their clothes home on the last day of each week and bring back clean PE clothes on Monday of the following week.

*Shoes:* All students in grades K through 8 must have tennis shoes.

*Physical Education Excuses:* Students may be excused from class for medical reasons if they bring a note from a parent or guardian. After the third day a student must have an excuse from a doctor to remain out of PE. Students excused from PE would also not participate in recess and athletic activities during the excused period. A release must be received from the student's physician before the above activities may resume.

## COMPUTER USAGE

We have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovations, and communication. Your authorization is needed before your child may use this resource.

Should a Unit 74 student violate any of these provisions, his or account will be terminated with additional disciplinary action initiated as directed by the Student Handbook and Board of Education Policies.

The district prohibits the accessing, submitting, posting, publishing, or displaying of any materials that may be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal, or otherwise inappropriate in the school setting. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access. Please read and discuss the "Authorization for Internet Access" that you received in your registration packet with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to school.

**Headphones:** Headphones will be provided for students at the beginning of each school year. These are to remain at school and be returned at the end of the school year. Students who lose or damage their headphones will be required to pay for them. Students may also bring personal ear buds or headphones to use in computers.

#### AUTHORIZATION FOR INTERNET ACCESS

***Each student and his/her parent/guardian must sign this Authorization for using the District's Internet connection. Please read this document carefully before signing.***

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to stall all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions:

- 1). *Acceptable Use* - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.
- 2). *Privileges* - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his decision is final.
- 3). *Unacceptable Use* - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a). Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b). Unauthorized downloading of software, regardless of whether it is copyrighted or virus free
  - c). Downloading copyrighted material for other than personal use;
  - d). Using the network for private financial or commercial gain;
  - e). Wastefully using resources, such as file space;
  - f). Gaining unauthorized access to resources or entities;
  - g). Invading the privacy of individuals;
  - h). Posting material authored or created by another without his/her consent;
  - i). Posting anonymous messages;
  - j). Using the network for commercial or private advertising;

- k). Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
  - l). Using the network while access privileges are suspended or revoked.
- 4). *Network Etiquette* - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a). Be polite. Do not become abusive in your message to others.
  - b). Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - c). Do not use the network in any way that would disrupt its use by other users.
  - d). Consider all communications and information accessible via the network to be private property.
- 5). *No Warranties* - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your error or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6). *Indemnification* - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
- 7). *Security* - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Technology Supervisor. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8). *World Wide Web* - Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher
- 9). *Telephone Charges* - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students, parent/guardian need only sign the *Authorization for Internet Access* once while enrolled in the School District.

## FINE ARTS

**Art:** Each student has an opportunity to be in art class.

5<sup>th</sup> grade experience art twice a week for the entire school year. They participate in 2D & 3D media exploration, practice technical skills, and are introduced to historical and contemporary artists. Student work is shown during music concerts, as well as, constantly displayed in school hallways.

6<sup>th</sup> grade experience art for a semester each year. During that semester, we explore a wide variety of media, learn new techniques, and discuss contemporary and historical artists. Artwork is shown during music concerts as well as consistently displayed in school hallways.

7th & 8th grades are split into A & B groups. Each group attends art for a quarter. During that time, we explore techniques in 2D & 3D media. We also explore art as a career and critically delve into historical and contemporary artworks. Artwork is displayed consistently in school hallways and shown during music concerts.

**Instrumental music:** The grade school has a band, which includes students in 4<sup>th</sup> – 8<sup>th</sup> grades. Students in instrumental music also have a chance to enter the State Fine Arts Contest. Students start with instruments during the first semester of the fourth grade.

**Vocal music:** Each student in grades K through 8 has an opportunity to be in a music class either two or three times a week. Vocal music students in 5<sup>th</sup> – 8<sup>th</sup> grades have an opportunity to participate in the Illinois Elementary School Association's Fine Arts Contest, which is held in late March or early April.

Students may choose to drop band or choir at the end of a semester with written consent from the teacher, as well as, a parent/guardian.

#### RECOGNITION OF ACHIEVEMENT

Any student in 5<sup>th</sup> – 8<sup>th</sup> grades whose schoolwork is above average, will be named to the "High Honor Roll" or "Honor Roll." Students are eligible for this recognition on the following basis:

- 1). Grades in Language Arts, Math, Reading, Science, and Social Studies classes must be A's for the "High Honor Roll" and must be at least B's for the "Honor Roll."
- 2). Grades in all other subjects/classes must not be lower than C's.

Any student who shows improvement in at least one subject without going down in any other will be named to the "On-A-Roll" and recognized after each nine-week grading period.

#### ATTENDANCE AWARDS

Those students who achieve exemplary attendance are recognized each year on Awards Day. In order to be considered for the award, students utilizing excused absences for doctors, dentists, etc. must not be absent for two complete periods. Excessive tardiness will be considered in determining eligibility for this award.

#### STUDENT OF THE MONTH

Each month, a student is chosen from grades K-4 and 5-8 to be recognized as the Student of the Month. Any staff member who works with students can nominate a student for Student of the Month. Students are nominated based on the PRIDE standards (Positivity, Responsibility, Integrity, Determination, and Empathy). Each staff member selects the student they feel showed the most pride for the month. Teachers write a summary explaining why they nominated that student. After all nominations are received, a winner is chosen. All proposed nominations and winners are celebrated at the monthly PRIDE assemblies.

#### 8<sup>th</sup> GRADE PROMOTION

Flanagan Junior High's top priority is preparing students for high school both academically and socially. As a staff, we make every effort to ensure their success. We celebrate the accomplishments of our 8<sup>th</sup> graders at the end of the school year with a promotion ceremony. In order for 8<sup>th</sup> graders to participate in promotion, it is essential that students maintain academic progress and behavior. Excessive suspensions/inappropriate behavior may prevent a student from participating in the 8<sup>th</sup> grade promotion ceremony.

## RESPONSE TO INTERVENTION

Response to Intervention (RTI) is an educational support system used in Livingston County which utilizes existing services and staff members (teachers, administrators, support personnel, etc.) in cooperation with students and parents. The focus of this process is to address student needs in the areas as of academic development, social relationships, or behavioral expectations.

Student concerns are presented during a building-based team meeting. Parental participation in this meeting is valuable to help develop a plan of interventions to meet student needs. The team may consist of parents, students, educators and support staff, such as: school psychologist, school social worker, educational consultants.

If the student continues to experience difficulty, then other services may need to be considered. Written parental permission is needed to put into place these different services. If after a period of time, the student's need is not met, additional information may be gathered by developing questions related to the student's school performance. The responses to these questions provide information needed to help students be successful in school.

The Response to Intervention Model does not eliminate the possibility of requesting a traditional assessment (Individual Education Evaluation). A written request for your student to be assessed in a traditional manner can be made at any time. Also, the team will ask your permission to gather any information about your student that we feel will help us better plan interventions. If the team feels that special education services may be needed, another consent signature will be required. The process of Response to Intervention is not meant to delay any consideration for special education services. If you have any questions, please contact Livingston County Special Services Unit (815) 844-7115 or Flanagan Grade School (815) 796-2261.

## **ATHLETICS & EXTRA CURRICULAR ACTIVITIES**

### **FLANAGAN-CORNELL SCHOOL SONG**

We're loyal to you, Flanagan  
We'll always be true, Flanagan  
Our team is the best  
And we'll fight with  
The zest that spells  
Victory to you, Flanagan  
Rah! Rah!

So, here's to the Orange and black  
With spirit that we'll never lack  
We'll fight to the end for you  
Our will is not die but do,  
So victory to you, Flanagan.  
Cha-hee, Cha-ha, Cha-ha-ha-ha!  
Flanagan Falcons Rah! Rah! Rah!

## FAN CODE OF CONDUCT

Based on the discretion and recommendation of the Flanagan-Cornell Unit #74 administrators and subsequent Board of Education action, inappropriate conduct by spectators at athletic contests or activities, may result in the offending individual being banned from attendance at future home athletic contests, events, or school property. Initially, following the first incident and dependent upon the extent of the objectionable behavior, a formal letter of warning will be issued to the offending individual, stating that the next such incident will result in the recommendation for a suspension for, at minimum, the remainder of the current sport's season. Under extreme circumstances, a

recommendation to be banned from school property for an extended period of time could be an option.

By school law, the individual being considered for Board action has the right to a Hearing before the Board. Such notice will be given to the affected individual in writing, by registered mail, to the offending individual.

Additionally, the following Fan Behavior Requirements and Code of Conduct as required by IESA/IHSA, will be enforced at all activities.

#### FAN BEHAVIOR REQUIREMENTS

- 1). Do not heckle, jeer, or distract any contest participant. Contest participants are players, coaches, officials, cheerleaders, or others engaged in supplementary roles.
- 2). Do not use profane language or gestures.
- 3). Respect school and community property.

#### **FAILURE TO COMPLY WILL RESULT IN REMOVAL FROM THE CONTEST.**

#### FAN BEHAVIOR GUIDELINES

- 1). Honor and respect opposing fans.
- 2). Discourage unsportsmanlike and obnoxious conduct.
- 3). Cooperate enthusiastically with cheerleaders.
- 4). Respect the decision of the officials and coaches.
- 5). Appreciate a good play, not matter who makes it.

#### **I. General Policies**

A). The following athletic policies have been prepared by the athletic director, grade school principal, and coaches.

B). The District Athletic Director shall be responsible for the entire grade school athletic program including the scheduling of all activities and the hiring of all officials.

C). The Flanagan Grade School Athletic Program shall consist of the following activities.

1). Activities for girls:

- a). Softball
- b). Basketball (Class 7A & 8A)
- c). Volleyball (Class 7A & 8A)
- d). Track (Class 7A & 8A)
- e). Cheerleading

2). Activities for boys:

- a). Baseball
- b). Basketball (Class 7A & 8A)
- c). Track (Class 7A & 8A)

D). Athletics should contribute directly to educational objectives. Athletics should help to establish standards of behavior that represent the best in good citizenship. Athletics should stress the will to win, but also such virtues as truthfulness, fair play, honesty, modesty, give-and-take, courtesy, self-discipline, courage, generosity, self-restraint, and loyalty.

E). The health and welfare of the students should be the primary consideration in planning and conducting the athletic program. To protect the health of all competitors, the following should be followed:

1). Prior to the beginning of practice, an annual health examination shall be required of all students who expect to participate in grade school athletics.

2). Following an illness or injury, which requires the treatment of a physician or surgeon, a student's re-admittance to participate in athletics shall be allowed only with a physician's recommendation.



- 3). Only the best protective equipment shall be provided for all participants and all reasonable precautions shall be taken to prevent accidents and injuries.
- 4). The District does not accept responsibility for expense in the event of injury. Student accident insurance is recommended for all participants. The school accident insurance does not fully cover all injuries. The student accident insurance should be a supplement to a good family insurance plan.

F). Responsibility of Equipment and Uniforms – Uniforms or equipment that is lost or damaged is the responsibility of the student athlete and he/she may be required to pay for replacement.

G). Eligibility - Eligibility to participate in most activities will follow the IESA guidelines; all participants must do passing work in all academic subjects and exhibit proper school citizenship (ineligible grades are two or more Ds, one F, or a 4 or 5 in Citizenship.) If students are ineligible, they do not attend games. Per the coach's discretion, ineligible students may not be permitted to attend practice also. They work on their schoolwork, so they are eligible the following week. Letters are mailed home weekly to students falling below eligibility guidelines. The eligibility week is Sunday through Saturday.

## **II. Practice Policies**

A). Length of season:

- 1). Boys baseball and girls softball  
*Begin:* No earlier than 2 calendar weeks before first game  
*End:* Upon completion of final game
- 2). Boys and girls basketball  
*Begin:* No earlier than 2 weeks before first game  
*End:* Upon completion of final game
- 3). Girls volleyball  
*Begin:* No earlier than 2 weeks before first match  
*End:* Upon completion of final match
- 4). Boys and girls track  
*Begin:* No earlier than 2 weeks before first scheduled track meet  
*End:* Upon completion of the final meet

B. Attendance:

- 1). Attendance at after-school and before school practices is required
- 2). Holiday and Saturday practices will not be mandatory.

## **III. Training Rules**

A). Participants in grade school athletics will:

- 1). Maintain passing work in all of their subjects. (according to IESA rules and regulations).
- 2). Refrain from using alcoholic beverages, drugs (except medication) and tobacco in all forms.
- 3). Attend all practices except for injury, illness, or unavoidable family conflict.

B). Disciplinary Action:

- 1). Tobacco, Alcohol, Drugs, Violation of any Criminal Codes  
The first offense will require notification of parents/guardians and a two-game suspension. A second offense will result in dismissal from the squad. For flagrant violations, penalties will be enforced as a second offense.

2). Attendance

- 1st unexcused absence-verbal warning
- 2nd unexcused absence- one game suspension
- 3rd unexcused absence-dismissal from team

3). Language - At no time should a participant be permitted to use bad language. Continual use of bad language will result in dismissal from the squad.

4). Citizenship - Those students unable to get along with classmates, teachers and others of authority will be ineligible until their behavior improves. A number 5 on citizenship for the week will result in a one-week suspension from Sunday through Saturday.

#### **IV. Award Policies**

A). Awards:

1). Students participating in a sport/cheerleading will be eligible to receive a certificate, or a major award (6" monogram).

2). Those students participating in more than one sport may receive an insert for each additional sport.

B). Requirements for awards: Awards are based upon the coach's judgment, records, practices attended, and attitude maintained by the participant toward individual and team improvement.

C). Trophies: Each sport will give a Falcon award and individual awards to be decided by each coach.

D). General rules - Anyone dismissed from a squad forfeits the opportunity for an award.

#### **EXTRA-CURRICULAR ACTIVITIES**

**Speech:** Each student in 5<sup>th</sup> – 8<sup>th</sup> grades is eligible to participate in the speech program and also in the Illinois Elementary School Association's Speech Contest held each year.

**Scholastic Bowl:** The scholastic bowl team offers an opportunity for students in 5<sup>th</sup> – 8<sup>th</sup> grades to test their mental abilities. Team competitions are held after school with other schools in the area. The scholastic bowl season begins in January and ends in April. Trophies are awarded for Most Valuable Player, Falcon, and Most Improved Player. A student is not eligible to participate in Scholastic Bowl competition if he/she has a grade lower than C-, or a 4 or 5 in citizenship.

Eligibility to participate in all IESA activities will follow the same guidelines as outlined under "Athletics - Eligibility".

**Student Council:** The Student Council is an all-school organization representing the student body. Its purpose is to originate and carry out various student projects, supervise the school parties, conduct its own elections, and work for the improvement of the school and the student body. The Council meets at 11:40 on the third Tuesday of each month and other times, as needed.

Representatives are elected in May from 4<sup>th</sup> – 7<sup>th</sup> grades for the following year. Student Council officers are president, vice-president, secretary, and historian and are elected by the new student council members in August.

## BEHAVIOR EXPECTATIONS & DISCIPLINE POLICIES

### BULLYING POLICY

Bullying is specifically prohibited and will not be tolerated. Verbal, physical, sexual, cyber bullying, and other forms of harassment are not acceptable behavior. Students engaging in such behavior will be disciplined. In the event of school officials identifying bullying or aggressive behavior occurring at school, or when such bullying or aggressive behavior has a legitimate school connection, parents and/or legal guardians shall be notified of the possible consequences.

### HARASSMENT

Harassment of any type is a clear violation of school policy and will not be tolerated. Students who engage in this type of behavior may be suspended and repeated violations may result in a recommendation of expulsion.

### PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate in the public school and will not be tolerated. A detention will be given automatically and parents notified.

### DEFACEMENT OF SCHOOL PROPERTY

Students defacing school property will be responsible for cleaning it and/or replacing it at the student's expense. Students also may be suspended for this and repeated episodes may result in expulsion.

### DETENTION

Detentions will be served after school from 3:00-3:30 on a day following the infraction. If necessary, detentions can also be served during lunch from 11:25-11:55 in the office. Students getting a detention must have their parents sign the notice and return it the next day or another detention will be given. If a student does not serve the detention when assigned without making prior arrangements, it will be doubled.

### DETENTION HALL RULES

- 1). Be on time.
- 2). Come to detention prepared to work with all necessary materials and supplies.
- 3). Student should bring homework to do during detention.
- 4). No talking or any other form of disruptive behavior.
- 5). No sleeping.
- 6). No food, drink, or electronic devices.
- 7). Additional rules may be enforced, as needed, at the discretion of the teacher.

Failure to comply with these rules will result in an additional detention. Further non-compliance will result in an in-school suspension.

### RIGHTS AND RESPONSIBILITIES ~ Interrogation and Searches

Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use.

School officials may inspect desks and lockers when there is reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband. Stolen items and items which are prohibited by law, Board policy, or school regulations may be removed and impounded, and the parents notified. If the student is not present during the search, he/she will be informed as soon as possible.

Parents or legal guardians may have access to their child's records by coming to the grade school office during school hours and requesting to view them.

### SUSPENSION

The Superintendent and the principal are authorized to suspend students in, or out of school at their discretion. Students guilty of gross disobedience or misconduct may be suspended from school (and all school functions) for a period not to exceed ten (10) school days.

### IN-SCHOOL-SUSPENSION RULES

- 1). Students on suspension may not attend or participate in any extra-curricular activities.
- 2). In-School-Suspensions will be served in an area designated by the principal.
- 3). Students should take all necessary materials and must be involved in productive schoolwork the entire day.
- 4). Students who are in ISS are required to complete all assignments and will receive grades accordingly.
- 5). Examples of unacceptable behaviors include but are not limited to: sleeping, eating, reading comic books or magazines, talking, leaving assigned seat, etc.
- 6). Seats will be assigned.
- 7). Students will be allowed to use the restroom and drinking fountain with permission twice daily. No other privileges are allowed during regular class periods.
- 8). Suspension students who do not follow the procedures will be removed from the suspension area and be assigned an out-of-school suspension.
- 9). Students will eat lunch during their regular lunch period. Students must eat lunch in their designated area.

### OUT-OF-SCHOOL SUSPENSION RULES

Students who are suspended out-of-school are required to complete all assignments.

The student and/or parents are due the following procedural protection:

- 1). Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
- 2). Prior notice and hearing, as stated above, may not be required and the student 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 necessary notice and hearing shall follow as soon as practicable.
- 3). Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the Board of Education.
- 4). Upon request of the parents or guardian, a hearing shall be conducted by the Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

- 1). Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
- 2). Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.
- 3). Injury or threat of injury to any school district employee, official, or student.
- 4). Destruction and/or defacement of any school property.
- 5). Possession, use or distribution of a dangerous weapon.
- 6). Other such conduct that poses a danger to persons or property or disrupts the educational process. This includes any form of personal harassment.
- 7). Participation in gang-related or gang-like activities.
- 8). Possession of, display of, and/or distribution of gang-related or gang-like materials. This would include graffiti, drawings, symbols, and etc.

The Superintendent or the Superintendent's designated person shall be responsible for notifying the student body of the contents of this policy.

#### EXPULSION

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. The student and/or parents or guardian shall be due the following procedural protection:

- 1). Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, the time and place designated in the notice conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- 2). The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing, by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
- 3). During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be carried out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

- 1). Disobedience or directives from staff members or school officials and/or rules and regulations governing student conduct.

- 2). Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.
- 3). Injury or threat of injury to any school district employee, official, or student.
- 4). Destruction and/or defacement of any school property.
- 5). Possession, use, or distribution of a dangerous weapon.
- 6). Other such conduct that poses a danger to persons or property or disrupts the educational process. This includes repeated acts of any form of personal harassment.
- 7). Participation in gang-related or gang-like activities.
- 8). Possession of, display of, and/or distribution of gang-related or gang-like materials. This would include graffiti, drawings, symbols, and etc.

The Superintendent or the Superintendent's designated person shall be responsible for notifying the student body of the contents of this policy.

## **STUDENT DISCIPLINE POLICIES**

### TOBACCO

No student will be permitted to use or carry tobacco in any form while in the school building, on school property, or buses. Students will not be allowed to smoke across from the playground. Neither will they trespass on private property. Students need to remember that residents living in the area of the school have a right to expect courtesy and regard for property from them.

- 1). The first such offense by any student falls within the principal's discretionary powers. The type and length of punishment is a decision made at the principals' discretion. The parents will be notified of this violation.
- 2). The second such offense by any student must result in a suspension from school with a required conference between one or both of the student's parents and the principal as a prelude to re-admittance.
- 3). Additional smoking offenses by any student can be treated as deliberate defiance of school authority and may result in recommendation for expulsion.

### ALCOHOL

Alcoholic beverages will not be permitted on or in the vicinity of school property. Any student bringing alcohol on the school premises, under the influence of alcohol or caught drinking before or during any school activity will automatically receive a five (5) day suspension from school. Re-admittance will be subject to review by school authorities. The unlawful use of alcohol is wrong and harmful. If re-admitted and a second offense occurs, the administration will recommend expulsion.

Alcohol is illegal for young people of grade school age. Students who do drink are also subject to action by local authorities.

### DRUG ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs is not permitted on school buses, in school buildings, or on school grounds at any time. Drug use is illegal, harmful and wrong. This policy extends to all school sponsored and related activities, as well as, field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the

purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using, possessing or distributing drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days and shall be recommended to the Board of Education for expulsion. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. This policy is in compliance and mandated by the State of Illinois.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

### **FLANAGAN-CORNELL UNIT #74 DRUG POLICY**

#### SALE

The sale or distribution of any illegal drugs or illegal drug paraphernalia in or on school property or at any school-related activity will not be tolerated. Any violation of this rule will result in a (10 day) suspension from school and a recommendation to the Board of Education for expulsion. The student involved will be reported to the civil authorities for criminal prosecution.

#### USE POSSESSION, UNDER INFLUENCE

The use, possession, or being under the influence of any illegal drugs or illegal drug paraphernalia, controlled substances or look-alike substances in or on school property at any time or at any school-related activity is strictly prohibited. This includes the use of illegal drugs prior to coming to school or prior to attending a school-related activity. Students who violate this rule will be subject to the following:

##### First Offense

Option 1: Ten (10) day suspension from school and school related activities and a recommendation to the Board of Education for expulsion. The police will be notified and the school shall sign a complaint.

Option 2: Remediation Plan – The student and his/her parents may contractually agree to: Five (5) days suspension from school and school related activities. The police will be notified and a complaint signed.

The student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation. The cost of this assessment and implementation of any recommendations will be the responsibility of the parent/guardian. Parents should be prepared to furnish proof of an appointment for the assessment.

##### Second Offense

A second offense within the same school year will result in: Ten (10) day suspension from school and a recommendation to the Board of Education for expulsion. Police will be notified and the school will offer to sign a complaint.

Illegal drugs include: all alcoholic liquor (as defined in Ch. 43, Sec. 95.05, Ill. Rev. Stats.), all controlled substances under the Controlled Substance Act (Ch. 56 ½, Sec. 1100-1602, Ill. Rev. stats.), and any look-alike substance (as defined in Ch. 56 ½, Sec. 1102 and 1404, Ill. Rev. Stats.)

#### Other Provisions

1). Failure to comply with provisions of the contract will result in enforcement of Option 1.  
2). If a student is so referred, the student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation. The cost of this assessment and implementation will be the responsibility of the parent/guardian.

#### WEAPONS

The possession or use of a dangerous weapon or "look-alike", is a violation of Illinois School Code, as well as, school policy (this includes "toys": Laser pens, etc.). Students may be suspended for this and repeated episodes may result in a recommendation for expulsion.

#### BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES

It is the purpose of this policy to establish the process for Flanagan-Cornell Unit #74 Schools to comply with School Code Chapter 122, Section 14-8.05 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity, personal privacy, and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Flanagan-Cornell Grade School District #74 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.



When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Flanagan-Cornell Grade School District #74 shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated January 1996. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001. Copies are also available from Livingston County Special Services Unit, 920 Custer Avenue, Pontiac, IL 61764.

#### DISCIPLINE OF SPECIAL EDUCATION STUDENTS

No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or a school function, who knowingly possesses, uses, sells or solicits the sale of a controlled substance/illegal drugs while at school or a school function, may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with IDEA.

Behavioral intervention should be:

- 1). Administered in a manner that respects human dignity and personal privacy.
- 2). Along with consideration of the pupil's physical freedom and social interaction.
- 3). So that a pupil's right to placement in the least restrictive educational environment is ensured.

Teachers and administrators should use behavioral interventions to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution and planning. The use of interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices. The selection of intervention strategies for use with an individual student shall be based on the information derived from an analysis of the behavior. Before an intervention is selected, a continuum of possible interventions designed to produce the desired behavioral change(s) should be considered. The least restrictive intervention(s), which is reasonably calculated to produce the desired outcome, should be selected for IEP implementation. Teams will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention.

The IEP team for a student with disability will determine if behavioral patterns are impacting the learning environment to an extent that learning cannot occur and a behavioral intervention plan needs to be developed. A student receiving special education who requires the use of behavioral interventions should have a written behavioral intervention plan developed by the IEP team.

Parents and/or guardians of a student with disabilities should be actively involved in the development of a behavioral intervention plan as part of the IEP process. All procedural safeguards, including rights to administrative remedy, mediation, and impartial due process hearing, as required through the Individuals with Disabilities Education Act (IDEA) and the Illinois School Code, shall be applicable to the resolution of disputes involving the behavioral intervention plan and the IEP. Flanagan-Cornell Unit #74 policy and procedures regarding the use of behavioral interventions for students with disabilities will be provided to parents and guardians of all students with individualized education plans.

- 1). Within 15 days after they have been adopted by the school board or
- 2). At the time an individualized education plan is first implemented for the student, and
- 3). At the beginning of each school year thereafter.

Students with disabilities may be actively involved in the development of a behavioral intervention plan as part of the IEP process. Students will be informed by the school annually of the existence of this policy and procedure.

Ongoing professional development of personnel in behavioral assessment and behavioral intervention strategies will be provided as determined relevant by a locally developed needs assessment. Copies of the publication *Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities* may be requested from the Illinois State Board of Education at 100 North First Street, Springfield, IL 62777-0001. Copies of the aforementioned publication may also be obtained from Livingston County Special Services Unit.

## ROOM ASSIGNMENTS

<u>Room</u>	<u>Class/Teacher</u>
0	Library/GS Computer Lab – Jennifer Zimmerman
1	Kindergarten – Taylor Kleinert
2	Kindergarten – Kari Harms
3	2 <sup>nd</sup> Grade – Brooke Wallace
4	1 <sup>st</sup> Grade – Kellie Bullard
5	Title I – Merre Rogers
6	4 <sup>th</sup> Grade – Carolyn Gundy
7	3 <sup>rd</sup> Grade – Tracy Harlan
8	K-5 Resource – Beth Albrecht
9	Computer Lab – Dawn Gaspardo
10	Speech – Jennifer Schneider
11	Jr. High Science Lab – Linda Farris
12	Jr. High Social Studies/Language Arts – Kristi Wykes
13	Jr. High Reading/Health – Amanda Gordon
14	Jr. High Resource – Heather Richards
15	Jr. High Math – Kelli Stanley
16	5 <sup>th</sup> Grade – Jody Mitchell
17	OT Room
18	Art Room – Laura Kniss
19	HS Computer Lab
20	Cafeteria
21	HS Science Room
22	High School
23	East Gym
24	Band & Chorus – Eliot Driver & Krista Chmiel
25	Preschool – AM & PM Brittany Bejster & Danielle Donovan
26	Weight Room

**\*\*STUDENT HANDBOOK AGREEMENT\*\***  
**EXTRACURRICULAR CODE AGREEMENT**  
**PERMISSION TO USE PHOTO**

We have read the Grade School Handbook and the Extracurricular Code and agree to abide by those rules. We also grant permission and are aware that the Flanagan Grade School students may at some time be in a video or photo that may be used on the local cable network, the school website or school television.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian