

**Millstadt  
Consolidated School  
District #160**

**211 West Mill  
Millstadt, IL 62260**



**2018 – 2019  
STUDENT/PARENT  
HANDBOOK**

**Millstadt Community Consolidated School  
District #160**

**District Superintendent**

Dr. Brad Landgraf  
211 West Mill Street  
Millstadt, IL 62260  
476-1803

Office Hours  
8:00 a.m. - 4:00 p.m.

**Principal**

Sandi Pegg  
211 West Mill Street  
Millstadt, IL 62260  
476-1681

**Asst. Principal**

Ed Emge  
105 West Parkview  
Millstadt, IL 62260  
476-7100

**Board of Education**

Michael Todd, President  
Robert Dahm  
Gary Huwer  
Kurt Muskopf  
Don Pellmann  
Stacey Sommerfield  
Stacy Steele

Dear Students and Parents,

We would like to welcome everyone to the 2018-2019 school year at Millstadt Community Consolidated School District 160.

Please take some time to sit down with your child and go over this handbook. You will find the material informative and it will assist you and your child in understanding school policies as they relate to your child's education. Our goal at MCS and the Primary Center is to provide your child with the best learning environment possible. We also understand that, as an informed parent, you are an integral part of your child's education.

Have a great school year!

Sandi Pegg  
Principal

Ed Emge  
Assistant Principal

We have listed a number of changes to the handbook, which we would like to call to your attention. They are highlighted under the headings listed:

***Absences/ Attendance***

***Dances***

***Extracurricular Activities***

***Fines, Fees, and Charges***

***Health Examinations and Immunizations***

***Home and Hospital Instruction***

***Student Medication***

***Parent Notices Required by the Every Student Succeeds Act***

***Preventing Bullying, Intimidation and Harassment***

***Safety: MCS Student Drop Off and Pick Up***

***Surveys Requesting Personal Information***

## Table of Contents

Absences/Attendance	5-6
Accidents, Accommodations for Parents/Guardians with Disabilities Alcohol, Drugs, Tobacco, Arrival and Dismissal	6-7
Assemblies, Bicycles, Care of School Property, Challenge and Accelerated Classes, Classroom Rules, Closed Campus, Concerns/Observations/Comments	8-9
Custody Requests, Dances, Dismissal for Snow and/or Other Emergencies, Electronic Devices, Emergency Drills	9-11
English Language Learners, Extra-Curricular Activities	12-14
Field Trips/Class Trips, Fines, Fees, and Charges/Waiver of Student Fees	15
Grades, Graduation, Honor Roll Criteria, Health Examinations, Health Services	15-17
Head Lice Procedures, Care of Students with Diabetes, Homeless Child's Right to Education	17-19
Internet, Lost/Found, Lunch, Make-up Work Medical Excuses/Exemption from Physical Activity	19-21
Medication, Non-Discrimination, Parking	21-23
Personal Appearance, Pesticide Registration, Pets	25-26
Physical Education Clothing, Playground Rules, Promotion Registration and Withdrawal	26-28
Safety, Safety Rules/School Bus, School Bus Transportation	28-32
School Day Tardiness, Sex Equity, Sports Physicals	32-33
Student Discipline Policy	34-39
Student Discipline Plan	39-43
Special Education Referral and Evaluation Procedures	44-45
Student Interviews, Student Lockers, Student Privacy Protections	46-48
Student Records, Student Residency, Student Search and Seizure	48-52
Teacher Qualification Telephone Policy, Transportation Changes/Notifications, Transportation to Extra-Curricular Activities, Truancy	53-54
Truancy Ordinance, Use of Behavioral Interventions for Students with Disabilities, Use of Isolated Time Out and Physical Restraint	54-55
Vandalism, Videos, Vision/Hearing Screening, Visitors, Weapons	55-56

## Absences/Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Students are expected to be in attendance every day school is in session.

State law requires that student absences be verified on a daily basis according to the following guidelines:

1. Students must have attended for five (5) clock hours to be given credit for a full day of attendance.  
K-5 students who are absent for more than one (1) hour but present for the remainder of the day will be given credit for a half day of attendance.  
6<sup>th</sup>-8<sup>th</sup> grade students absent more than 49 minutes, but present for the remainder of the day will be given credit for a half day of attendance.

### Excused Absences

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to the sound of TAPS, or other reason as approved by the principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused.

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

To verify excused absences, parents/guardians are requested to call the school phone system before 9:00 a.m. Failure to inform the school of an absence will result in a contact by the school office **and the absence will be considered unexcused unless a doctor's note is brought in.** Upon request of the parent/guardian, the reason for an absence will be kept confidential.

If a student leaves or enters during the school day, a parent/guardian must come into the school and sign the register in the principal's office. **Please make every effort to schedule appointments early or late in the day.** If you are aware that your child will need to be picked up from school early, please send a note in with the child that day. Please be sure to write the child's full name, time expected to leave, date, who will be picking up the child, and the reason for the early departure. This helps the teachers make sure the student is ready to leave when the child is called from the office to leave.

### Unexcused Absences

Absenteeism for reasons other than those listed will be recorded as unexcused. Students who are chronically absent because of illness or who miss 3 or more consecutive days due to illness will be expected to have verification from a doctor. **After 10 total absences, excused or unexcused, a doctor's verification of illness may be required.** (See Truancy)

### Release Time for Religious Instruction/Observance

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

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

### Home & 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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Superintendent's Office.

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

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.

## **Accidents**

It is important that students promptly report any and all accidents that occur during the school day or while in transit to and from school, to their teacher, bus driver, playground supervisor or health care provider.

## **Accommodations for Parents/Guardians with Disabilities**

Accommodations can be made available for parents/guardians with disabilities for conferences, school programs and school board meetings. Contact the Principal's Office to make arrangements.

## **Alcohol, Drugs and Tobacco**

In conforming to the laws, which prohibit the possession and/or distribution of alcohol, tobacco and controlled substances on school property, the following procedures will be used:

(For the purposes of this document, alcohol, controlled substances and their look-alikes will be referred to as "drugs". Tobacco products will be referred to as "tobacco".)

If a student is found possessing, distributing or selling drugs during the school day or at a school sponsored activity, the student's parent/guardian and law enforcement officials will be notified. Confiscated drugs will be given to the law enforcement officials and the student will face immediate suspension and possible expulsion.

If a member of the certified staff has reasonable cause to suspect that a student is under the influence of

drugs, the student's parent/guardian will be contacted immediately to take physical custody of the child. In the event that the parent/guardian cannot be reached, the student will be removed to a supervised, isolated setting. Law enforcement officials will be notified and the student will face immediate suspension and possible expulsion.

In the event that a student is found to be in possession of drug paraphernalia during the school day, or at a school sponsored activity, the student's parent/guardian will be notified. The drug paraphernalia will be turned over to law enforcement officials and the student will face immediate suspension and possible expulsion.

If a student is found to be in possession of tobacco products during the school day or at a school sponsored activity, the tobacco products will be confiscated by school officials, and the student's parent/guardian will be notified. The student will face immediate suspension and possible expulsion.

## **Arrival and Dismissal**

### **MCS School Hours**

Start time:	8:15 a.m.
Pass to Class required:	8:20 a.m.
Bus Rider Dismissal:	3:20 p.m.
Walker Dismissal:	3:25 p.m.

Students are not to arrive at school prior to 8:00 a.m. (We provide supervision **for breakfast at 7:45 a.m.**). The only exceptions would be if there is a scheduled meeting or practice. Buses unload in the mornings along the side of the gymnasium at 8:00 a.m. Vehicles should **not** drop off or pick up students in the bus loading and unloading areas when buses are present. Parents dropping off students should **not** park on the north side (school side) of West Mill Street in the drop-off zones since it impedes traffic flow. We do ask that parents picking up walkers or students who did not ride the bus wait until the buses have left before leaving the school grounds. Bus students who are not riding home on the bus will be dismissed with the walkers. (Bus riders are dismissed at 3:20 p.m. and walkers are dismissed at 3:25 p.m.) **No students are permitted to leave the school grounds after they arrive unless they are with a parent.**

Students should enter the building **at the main entrance to the building near the principal's office.** All students should then go to the multipurpose room **for breakfast** or the gymnasium.

Grades 3 & 4 should exit at the west end of the building facing West Mill Street.

Grades 5 & 6 should exit at the main entrance to the building.

Grades 7 & 8 should exit at the atrium entrance next to the gymnasium.

### **Primary Center School Hours:**

Start time:	8:10 a.m.
Pass to Class required:	8:15 a.m.
Bus Rider Dismissal:	3:10 p.m.
Walker Dismissal:	3:15 p.m.

Bus Riders: Bus riders will be dropped off at the front of the school no earlier than 7:45 a.m. and proceed to the multi-purpose room until they are released. After bus riders are dismissed, they will board shuttles and be transported to MCS board their bus home.

Walkers (including students who are being dropped off and picked up): These students should be dropped off no earlier than 7:45 a.m. Doors are locked until that time. They will then wait in the multipurpose room until school starts at 8:10 a.m. Parents are to pull to the back of the school in a line to pick up their student by the rear multipurpose room doors. At no time at either drop off or pick up may parents compete with the bus loading and unloading procedures.

## **Asbestos Management Plan Availability**

The Asbestos Hazard Emergency Response Act of 1986 requires annual notification of the availability of an Asbestos Management Plan. Schools are required to have all buildings inspected for Asbestos Containing Materials and develop a plan of management to deal with any Asbestos Containing Materials that may be present or may have been present within the facilities.

Millstadt Community Consolidated School District No. 160 has an Asbestos Management Plan in place. The Asbestos Management Plan is available to the public for inspection without cost or restriction within five working days upon receiving a written request for inspection. The request for inspection of the Asbestos Management Plan is available at the office of the superintendent of schools during regular office hours. Should a request be made for a copy of this report, the school district is allowed to charge a reasonable cost to make copies of this management plan.

## **Assemblies**

Students must behave courteously at school assemblies. Individual student participation in these activities is a privilege. Students should give full attention to the performers and show appreciation only through clapping hands. Whistling, shouting, booing, and foot stomping is not appropriate. Since visitors often form a lasting impression of our school by the behaviors exhibited at assemblies, inappropriate behavior is unacceptable.

## **Bicycles**

Bicycle riders should always be alert and use common sense. Bicycles should always be placed in racks and students should walk their bicycles while on school property.

## **Care of School Property**

Students are expected to refrain from deliberately and/or thoughtlessly defacing or destroying school property. They are also expected to cooperate in order to keep the property presentable at all times. This applies but is not limited to: desks, chairs, floors, walls, lockers, textbooks, library materials, laboratory materials, P.E. equipment, and playground equipment. Abuse of school property will result in disciplinary action and payment for damages - either actual or replacement.

## **Challenge and Accelerated Classes**

### Identification and Selection for Accelerated Classes

Students in grades five through eight will be assessed and identified for accelerated math classes. The entire student population at these grade levels will be screened. This ongoing selection process will include assessing achievement tests, IQ tests, classroom performance, and teacher evaluations.

### Identification and Selection for Challenge Classes

The selection process for Challenge classes will be on going, with identification re-established in grades 5 through 8. In order for a student to be considered for Challenge classes, they must score in the exceeds category for all areas of the last taken state mandated standardized assessment.

### Removal from the Challenge Classes

A student may be removed from the Challenge classes for one of the following reasons:

Grades in core curriculum classes fall below acceptable standards.

Problems occur which may result in the student not benefiting from the program.

Test scores fall below the stated percentiles upon re-evaluation.

Parents will be notified before the child is removed.

## **Classroom Rules**

All teachers are requested to post and explain their classroom rules and consequences to all students. Students have the responsibility to follow all rules set by teachers.

## **Closed Campus**

MCS has a closed campus during the school day. Students will remain on the school grounds from the time they arrive until they are dismissed. For their own protection, students will not be permitted to leave the school grounds without written permission from a parent/guardian and the school office.

## **Concerns/ Observations/ Comments**

Parents/guardians are encouraged to bring any concern/observation/comment they may have to the most appropriate level. The appropriate line to follow would be:

1. Teacher
2. Principal
3. Superintendent

The final stage, after all other avenues have been exhausted, is to request to address the Board of Education at one of its regularly scheduled meetings.

Any citizen of the School District is welcome to address the Board of Education. However, advanced notice is requested to allow for adequate time allotments. Please contact the Superintendent to be placed on the agenda.

## **Custody Requests**

Custody dispute requests from parents WILL NOT be honored unless the Principal's Office has a copy of a legal document on file stating the conditions.

## **Dances**

Students must turn in a permission slip to the dance sponsor for all school dances. If students do not have a written permission slip from parents to leave the dance early they must remain at the dance until it ends.

Dance ineligibility- Students that receive Level II or Level III referrals requiring After School Detentions, Office Detentions, Suspensions, or Bus Suspensions will not be allowed to attend a school sponsored dance if the referral falls on a date between two such dances. Suspension from school will exclude a child from all dances. Dances are an incentive for good behavior and should be considered a privilege and not a right. If a child is not in attendance the day of the dance, he/she may not attend. No guests may be brought to the dance.

\* All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.\*

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.\*

## **Dismissal for Snow And/Or Other Emergencies**

When school is canceled because of inclement weather, the cancellation announcement will be made by a phone call to families using the School Messenger program. Please be sure contact numbers that have been provided to the office are accurate and up-to-date to ensure you receive notifications. You may also read the announcement on the district webpage, hear it over KTRS 550 AM and KMOX 1120 or see it on the local news channels.

It is unlikely that school will ever be dismissed early because of weather or an emergency. However, if the occasion does arise, the announcement will be conducted by a combination of the television, radio and the School Messenger system.

## **Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or if it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

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

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

#### Electronic Signaling Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

#### Cell Phones and Other Electronic Devices

The possession and use of cell phones, **mini cameras** or other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and locked in the locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Ipods, CD players, MP3's may be used in the Jr. High study hall with the approval of the teacher. The school district is not responsible for the loss or damage of these devices.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games (e.g., Game Boy), CD players, MP3 players, iPods, beepers, AM/FM radios and cellular telephones.

The School District is not responsible for the loss, theft, or damage to any electronic device brought to school.

## **Emergency Drills**

The purpose of emergency drills is to perfect a rapid, orderly system of evacuation for the building and classrooms.

#### Earthquake Drill

**An earthquake drill will be signaled over the intercom.** When the alarm is sounded students and adults should seek shelter under their desks. They should protect their heads with their hands and arms. In the event of an earthquake, when the movement has subsided, adults will direct students out of the building by the safest route possible.

#### Evacuation Drill

**An evacuation drill will be announced over the intercom.** When the announcement is given all students and adults will exit the building, in a single file, quickly and quietly by the designated route posted on the bulletin board in each room. Teachers will account for all students and move them to the designated staging area in preparation for transportation to a secure location.

#### Fire Drill

**A fire drill is signaled by a long, continuous ring of the fire alarm bell.** When the alarm is sounded, all students and adults, in a single file, will leave the building quickly and quietly by the designated exit posted on the bulletin board in each room. Adults will insure that windows and doors are closed and that lights are off in all rooms. The students and adults will move well away from the building and the adults will account for all students in their charge. Everyone will remain in their designated area until the all clear signal is given.

### Lockdown Drill

**A lockdown drill will be announced over the intercom.** When the signal is given, teachers will close and lock their classroom doors. They will direct the students to a location in the classroom that is away from the view of the classroom door and windows. Students and the teacher will quietly remain at that location until further instructions are given.

### Severe Storm Drill

**A severe storm drill will be signaled by either a long continuous ring of the classroom bell or over the intercom.** When the alarm is sounded, all students and adults will file from the classroom in an orderly manner to the nearest hallway avoiding doorways and windows. The students should kneel on the floor, facing the wall, and cover their heads with their hands and arms. In the event that there is not sufficient time to evacuate the room, shelter should be sought within the room.

## **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Mr. Jonathan Green at 476-1803.

## **Exemption from Physical Education Requirement**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated under **Special Education Referral and Evaluation Procedures**.

## **Extracurricular Activities**

### Athletics

The Extracurricular and Athletic Activities Code applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade. Athletics includes competitive sports, extracurricular activities, cheerleading, and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

No athlete may quit or be dismissed in one sport and become a member of another team or practice for another activity during the same season. Should a physical condition limit an athlete in one sport, but not in another, the athlete may participate with the consent of coaches.

### IESA or IHSA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association (or) Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA (or) IESA and this Athletic Code, the most stringent rule will be enforced.

### Eligibility

Students who are participating in extracurricular activities will have their grades (cumulative for the grading period) reviewed every two weeks. After the review, students who have either two (2) D's, one (1) F, an incomplete or unsatisfactory will be placed on academic probation for the following week. During the probationary period, the student may attend practices and participate in competitions. However, if the student is unable to raise his/her grades to the standards of the district by the end of the probationary week, the student will be removed from the team until the grade standards are met. Grades for students who have been removed from a team will be checked weekly. The athletic director and coach/sponsor will be responsible for monitoring this process. A student must be in attendance for the entire afternoon in order to participate in a District extra-curricular activity. Doctor's appointments, funerals, and emergency situations will be given consideration. Final decision for participation shall be made by the administration.

### Requirements for Participation

**A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:**

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the athlete's parent or guardian.
3. Proof the student is covered by medical insurance.
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Student participation in School Board Approved extracurricular athletic activities is contingent upon the following:

1. The student must maintain the academic standards set forth in the Student-Parent Handbook.
2. A Conduct Code for Participation in Extracurricular Activities signed annually by the student and parent/guardian.
3. A signed Medical Consent Form must be submitted annually and on file with the athletic director.
4. A physical examination of the student must be conducted by a physician. A written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.

The student must show proof of accident insurance coverage by a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

An appeal to this process may be made by the parents/guardians of the student. The appeal should be made to the Principal. A review committee, appointed by the Principal, will hear the reasons for the appeal and decide on the eligibility of the student.

### Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Coaches/sponsors may set higher expectations than the minimum standards of the district. These expectations must be distributed and explained to the students at the beginning of the activity.

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

### Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of any activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach **for justifiable reasons, including:** 1) for a medical absence pre-arranged with the coach; 2) for a death in the athlete's family; or 3) a religious ceremony or event. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the coach.

### Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of any athlete's parent or guardian and

provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided therein.

### **Field Trips / Class Trips**

All grade levels participate in field / class trips throughout the school year. Individual student participation in these activities is a privilege. A signed parent permission slip is required for every student for each school field trip. Students who exhibit repeated or serious acts of misbehavior and/or poor study habits will be excluded from these trips. Students who receive in-school or out-of-school suspension become ineligible to attend field/class trips. The situation requiring such action will be determined by the student's teachers and Principal. Homeroom teachers and the Principal will notify students and parents of their guidelines for participation. The Principal and teachers will notify parents of their decision prior to the final preparations for such trips. The Principal may use his/her professional judgment to make final decisions regarding field / class trip participation.

MSC School District #160 will pay 80% of the cost for transportation for the 1<sup>st</sup> field trip a grade takes. All remaining costs will be paid by students. Any additional field trips will be paid for entirely by students.

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

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students who have not paid fines, book fees, and lunch charges will be excluded from extracurricular activities which may include but are not limited to athletic, academic teams, club, choral participation, holiday parties, field trips or assemblies until all fines, fees, and charges are paid in full. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment.

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

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

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

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

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

## Grades

The suggested letter system used, in grades K - 8, for grading in District #160 is as follows:

A =	92-100	Excellent
B =	84-91	Good
C =	74-83	Average
D =	66-73	Poor
F =	below 66	Failing
S =		Satisfactory
U =		Unsatisfactory

The school calendar gives the end of each grading period. Report cards are issued approximately one week later.

## Graduation

Individual student participation in graduation ceremonies is a privilege. Students who are being retained or who have engaged in repeated level III or Level IV misbehaviors may be prohibited from participating in graduation ceremonies. The situation requiring such action will be determined by the district administrators.

### *8th Grade Valedictorian, Salutatorian, and High Honors:*

- All 8th grade students meeting the High Honors requirements of all A's, no incomplete or unsatisfactory grades for the entire school year will be asked to stand and be publicly recognized at graduation.
- 8th grade valedictorian and salutatorian will be determined as follows:
  - The quarter average for each core academic subject during the 8th grade school year will be rounded to two decimal places
  - Those numbers will be used to reach a year average for each core academic subject which will also be rounded two decimal places
  - The year averages for each core academic subject will then be used to determine an overall academic average for the 8th grade school year
  - The students with the top two averages will be valedictorian and salutatorian

## Honor Roll Criteria

MCS students in grades 4 – 8 that complete the grading quarter(s) exhibiting high academic standards will be placed on the honor roll according to the following criteria:

HIGH HONORS	HONORS	HONORABLE MENTION
All A's, no incomplete or unsatisfactory grades	At least 4 A's, no C's or lower, no incomplete or unsatisfactory grades	A's and B's or all B's, no C's or lower, no incomplete or unsatisfactory grad
4.0 GPA	3.5 – 3.99 GPA	3.0 – 3.49 GPA

## Health Examinations and Immunizations

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

1. **Entering Kindergarten or first grade** (if they did not attend kindergarten)
2. **Entering the sixth and ninth grades**
3. Enrolling in an Illinois school for the first time, regardless of the student's grade

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

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

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

### Eye Examination

All students entering **Kindergarten** or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### Dental Examination

All children entering **Kindergarten and the second and sixth grades** must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **Health Services**

Students who become ill during the school day should report to their teacher, who will in turn direct the student to the school health care provider. If the health care provider feels it is necessary, parents will be notified. If a student is sent home with a fever the student must be fever-free for 24 hours before returning to school.

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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

## **Head Lice Procedures**

The school will observe the following procedures 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. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian bring the student to school to be checked by the school nurse or building principal designee 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.

## **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the 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.

## **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 principal at 476-1681.

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.

## Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal.

## Homeless Child's Right to Education

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

## Internet

Millstadt Consolidated School District #160 has provided its students with the ability to enhance their education through the vast, diverse and unique resources of the Internet. With this educational opportunity also comes responsibility. All families should read and discuss the *Authorization for Internet Access* materials which will be provided **upon enrollment**. Parents should be familiar with the use of the computer and internet system being utilized by the Millstadt Community Consolidated School District #160. Parents should also be aware that as part of the program there will be "identification" and or "imaging" of your child which will be made available through the internet. Thus it should be understood that his/her identity and/or likeness will be available to those having access to the "internet". No child will be identified under a picture.

With this understanding, parents acknowledge consent to their child's picture and/or name being on the school webpage and have discussed this with their child.

In consideration of their child having access to, and being able to participate in their picture or name being on the school's website, parents/guardians agree to hold the school District, its board members, and employees harmless from any claim of action that might arise from "identification" and/or "imaging" of their child on the internet.

If parents later decide that they do not want to allow their child's "identification" and/or "imaging" available, they will need to notify the school in writing.

The District has taken the precautions of purchasing filtering software to prevent access to material that may be inappropriate for a school setting. However, on a network complete control is impossible. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children follow. To that end, the District supports and respects each family's right whether or not to authorize Internet access.

Evidence of illegal or inappropriate behavior posted on the Internet could be grounds for disciplinary action. The use of inappropriate material or violation of copyright laws may result in the loss of the privilege to use this resource. Parents/guardians are legally responsible for the actions of their children.

Any parent that does not want their student's image or name released to local media in connection with the school should notify the school in writing.

### **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.

### **Lost and Found**

There is a lost and found barrel for clothing items located at the rear of the multipurpose room. Smaller and more valuable items will be kept in the Principal's Office.

### **Lunch**

Lunch is served every school day except on 11:30 dismissal days. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Menus for lunch will be available in the monthly newsletter and posted in each classroom. All food and drink must be consumed while seated in the cafeteria. In order for our lunch program to work efficiently we need your cooperation to:

1. Lunches may be paid for by check/cash or through E-Pay system which can be accessed through the school website. If payment is made by check/cash, please put your child's name, homeroom teacher's name, and the amount enclosed in an envelope your child can turn in to the office.
2. Students in grades K-8 will be given a lunch card daily with their I.D. number on it which they can give to the cashier.
3. Students should try to enter the cafeteria as a class.
4. Lunch charges may not exceed \$10.00. When the charge limit is reached students will be given a basic school lunch and will be charged \$2.30 for that lunch; parents will also receive an email and/or letter notification of the charges from the school.

### **Cafeteria Rules**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or dispose of trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

The following guidelines will be used for making up work missed during absences:

1. Students will be allowed a minimum of one day per absent day to complete assignments/and or tests.
2. Classroom teachers may choose to extend this time because of the nature of an assignment.
3. Students are encouraged to check for daily assignments while absent. Teachers will give and explain assignments upon a student's return to class.
4. Students absent for predetermined reasons (appointments, sports or band activities) are responsible for all work at regularly scheduled times.
5. Long term, pre-assigned work dates will remain as originally established.
6. Unexcused absenteeism will result in the loss of opportunity to make up school work.

### **Medical Excuses / Exemption from Physical Activity**

If a student must be excused from participating in a school program, especially Physical Education, an excuse from a doctor must be presented to the Health Care Provider. The excuse should state the length of time the student is to be excused. Occasionally, the Health Care Provider will excuse a student from participation for one day upon receipt of a note from a parent/guardian.

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education course.

## **Medication**

Within fifteen (15) days of the beginning of the school year or within fifteen (15) days of a transfer, the Principal shall distribute, to each student's parent/guardian, the district's policy on administering medication to students.

LEG.REF: Rev.Stat.,ch.12  
para. 10-20.14b.

Adopted: August 20, 1991

### **Policy and Procedure**

#### **Administration of Medication**

#### **Millstadt Consolidated School District #160**

#### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

**Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.**

Board policy prohibits prescription and non-prescription medication at school. However, the Board recognizes that individual situations or emergency circumstances may require a student to take medication during school hours. In this case, MCS will follow these procedures:

1. An up-to-date School Medication Authorization Form, signed by a physician, MUST BE ON FILE in the Health Care Provider's office prior to self-administration of any prescription or non-prescription medication.
2. School Medication Authorization Forms will expire at the end of each school year.
3. All medications will be stored in the Health Care Provider's office.
4. Medication will be dispensed in the Health Care Provider's office as described by the physician on the authorization form.
5. Parents/guardians are encouraged to bring all prescription and non-prescription medications to the Health Care Provider's office. Medication brought to school by a student will not be administered nor will the student be allowed to self-administer until the school office has confirmation from the parent either in person or by phone/writing.
6. Medication must be in the original container which is clearly marked with the child's name, dosage, and time of administration. Parents/guardians are requested to bring no more than a one month supply to school. (Ask your pharmacist for a home and school container.)
7. Students are not permitted to have prescription or non-prescription medication of any type on their person or in their possession while at school. They may have cough drops, but the cough pops or drops containing decongestants are not permitted.
8. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## **Non-Discrimination**

The Millstadt Consolidated School District does not discriminate on the basis of color, race, national origin, sex or disability. The non-discrimination policy and applicable grievance procedures are available for review in the Superintendent's Office.

## **Parking**

### **MCS**

Parking is allowed in the rock lot on the east side of the gymnasium. Parents may also park in front of the school and along West Mill Street during designated times. The parking lots south and west of the school are for faculty only and are not for pickup or drop off. Visitor parking in the lots west of the school is permitted if open spaces are available. There should be no parking in the front of the laundromat, since it is used for business parking only.

### **Primary Center**

Parking is limited at the Primary Center. Parking is only allowed in the front drive of the school after buses have arrived and departed. Vehicles arriving outside of these permitted times or are here for extended amounts of time, will need to park in the indicated visitor parking spots, by the Liederkrantz Park, or by the sand volleyball court.

## Parent Notices Required by the Every Student Succeeds Act

### I. Teacher Qualifications

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

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

### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook section, **Standardized Testing**.

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

### III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.mccsd160.com](http://www.mccsd160.com).

### IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

### V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook section, **Student Privacy Protections**.

### VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook section, **English Learners**.

### VIII. Homeless Students

For information on supports and services available to homeless students, see handbook section, **Homeless Child's Right to Education**.

For further information on any of the above matters, please contact the building principal.

## Personal Appearance

Students are encouraged to select clothing and accessories that are clean, comfortable and appropriate for the classroom workplace. Clothing and/or accessories which are potentially detrimental to the student's health and safety or which are obscene/violent or disruptive to school functioning are unacceptable.

Unacceptable clothing and accessories include but are not limited to that which:

- clothing with holes
- display lewd design or offensive language
- display alcohol or tobacco advertising/logos
- promote or represent illegal activities or substances (example; necklaces with mushrooms)
- represent gang allegiance (example; rosaries worn as necklaces)
- make violent references

Interpretation of appropriateness will be made by the school staff and administration.

In addition:

- shoes/sandals must be worn at all times
- jackets/hooded sweatshirts with the hood up are not to be worn in classrooms
- hats are not to be worn inside the school building
- bandannas or headbands for boys are not to be worn as headwear.
- Coats/jackets/lined hooded sweatshirts are not to be worn in class if the room temperature is 70° or above
- bare midriffs, halters, and spaghetti straps are inappropriate
- clothing should fit in such a way that undergarments are not visible
- shorts/skirts/dresses may not rise more than 4 inches above the knee
- leggings, tights, and yoga pants may only be worn under dress code appropriate shirts, shorts, or skirts that rise no more than 4 inches above the knee
- pocket chains are not to be worn
- no sagging pants, pajamas or house slippers
- no unnatural hair colors, (bright red, blue, green, purple etc.) and haircuts. (No spiked haircuts or hair carvings)
- no exposed body piercings, (exception: ear)

If a student comes to school in clothing that is deemed unacceptable, the student will be requested to:

- turn the clothing inside out
- change - using physical education clothes or calling home
- remove the accessory

In the event the student refuses to comply with one of the alternatives, the parent/guardian will be notified and asked to bring appropriate clothing to school. If the parent/guardian cannot be reached, the student will be isolated to prevent disruption to the school program.

## Pesticide Registration

District 160 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 to be necessary, we are creating a voluntary registration. The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. 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. To be added to the list, please contact the Superintendent's Office.

## **Pets**

Pets are not allowed in the building without special permission from the principal. Animals are not permitted on the school bus.

## **Physical Education Clothing**

Students, grades 5 - 8, are required to purchase and wear a school issued PE uniform for gym class. **All gym clothing should be plainly marked with the student's first and last name.**

## **Playground Rules**

1. Students shall exit, enter, and pass down the hallways in a quiet and orderly manner.
2. Students may not go back into the building without permission from the playground supervisor.
3. If a child cannot go out for recess due to a past illness or injury, a note from the parents/guardian must be sent for each day he/she is to be kept inside.
4. Playground equipment is supplied by the school. No equipment is to be brought from home for playground use.
5. Food, candy, and gum are not allowed on the playground during noon-hour recess.
6. Students must line up by class to return indoors after all recesses.
7. Throwing of rocks, sticks, seeds, grass, snowballs, ice or any object used to cause harm to fellow students will not be allowed.
8. Ropes, balls, and other equipment are to be used for their intended purpose only.
9. Balls may only be used in the field and blacktop areas.
10. Tackle football, wrestling, and simulated fighting of any kind are not allowed.
11. Acrobatics are not allowed during the playground recess.
12. Stepping equipment on the exercise trail is not to be used during recess.
13. There is no pushing of the tire swing.

## **Preventing Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

#### **Complaint Managers:**

**Sandi Pegg**  
211 W. Mill St.  
Millstadt, IL 62260  
618-476-1681  
[spegg@mccsd160.com](mailto:spegg@mccsd160.com)

**Ed Emge**  
105 W. Parkview  
Millstadt, IL 62260  
618-476-7100  
[eemge@mccsd160.com](mailto:eemge@mccsd160.com)

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

#### **Promotion**

All school districts are required by law to adopt and enforce a policy that requires students to meet local goals and objectives and be able to perform at the expected grade level prior to promotion. Decisions to promote students in the Millstadt Consolidated School District #160 will be based on the successful completion of the curriculum and/or school attendance. Students should be achieving an overall minimum success rate of 66% and have a minimum attendance rate of 85%. The decision to retain a child will be made by the Principal and teacher(s) of the student.

The teachers will notify the Principal, at the end of the second grading period, of any students for whom they have academic concerns. The parents/guardians will be advised of these concerns at the January Parent/Teacher Conferences and will be updated periodically throughout the remainder of the year. Teachers and parents/guardians will work closely throughout this period to provide the support needed for the child to be successful.

Students who fail to meet the minimum requirements may be provided with the following remedial services:

- special education evaluation
- modification of instructional materials
- placement in the St. Clair County Safe School Program
- retention

### **Registration and Withdrawal**

Registration packets for returning students will be sent home the first day of school. The School District schedules time during the summer to register new students. For those students entering the District for the first time, proof of residency (three items), proof of age and up-to-date health records must be presented. For those entering from outside the state of Illinois, an Illinois Physical Examination Form must be completed and presented at the time of registration.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **Withdrawals for Vacation**

Vacations while school is in session are not recommended. Parents/guardians and students are responsible for their decision in this matter and must accept the fact that reduced school time increases the possibility of lower grades. In the event a vacation is planned while school is in session, the Principal's office must be notified in writing one week prior to the withdrawal date. Students are responsible for all work within the time limits established by the teacher(s).

### **Permanent Withdrawal**

Students withdrawing permanently must bring written notification to the Principal's Office one week prior to the withdrawal date. This will give the District time to prepare transfer forms, departure papers and report cards.

### **Safety**

The safety of each child is of utmost concern to everyone. Please review the school's general rules and safety precautions with your child. Particular attention should be given to bicycle safety rules, bus rules and rules of general safety.

### **MCS Student Drop Off and Pick Up**

If students are transported to school by car, please drop them off along Mill Street no sooner than 8:00 a.m. (7:45 a.m. for breakfast). Do not pull into the Faculty Parking lot and be aware of the NO PARKING signs along Mill Street. All students should enter at the Principal's office entrance.

When picking up students after school or at times when the curb along Mill Street is unavailable, please DO NOT wave to your children to cross the street in the middle of the block. We request that students cross Mill Street at the corners where there are crosswalks.

Students should walk to the school side of the yellow line painted down the middle of the sidewalk in front of the school (away from the street and vehicles).

### **Primary Center Student Drop Off and Pick Up**

Walkers (including students who are being dropped off and picked up): These students should be dropped off no earlier than **7:45 a.m.** Doors are locked until that time. They will then wait in the multipurpose room until school starts at 8:10 a.m. Parents are to pull to the back of the school in a line to pick up their student by the rear multipurpose room doors.

ECC students who are dropped off prior to 8:10 a.m. must use the entrance doors on the north side of the building. After 8:10 a.m. ECC students should be dropped off by the ECC gates on the south side of the building. After the morning session parents may pick up their ECC students by the ECC gates. Afternoon session ECC students may be picked up after 3:15 p.m. at the ECC gate.

At no time at either drop off or pick up may parents compete with the bus loading and unloading procedures.

If students are transported to school by car, please follow the flow of traffic and drop them off at the Primary Center no earlier than **7:45 a.m.** Do not pull into the Faculty Parking and allow them to walk across unsupervised.

When picking up students after school, please DO NOT wave to your children to walk over to your vehicle. We request parents are to pull to the back of the school in a line to pick up their student by the rear multipurpose room doors.

### **Safety Rules / School Bus**

The following safety rules apply to all students. Students who do not qualify for school bus transportation should familiarize themselves with the rules because they may be transported from time to time for school activities.

1. Dress properly for weather. Make sure all drawstrings, ties, straps etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

### **School Bus Transportation**

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment or endanger their safety by attracting the attention of the bus driver.

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.

Our school district is committed to the safety of all its students. Early primary grade students who ride the bus must be met by a responsible adult at the drop off area. Infrequently some primary students are transported back to school because no adult met the bus. If no responsible adult can be contacted to pick up the primary student at school, it may be necessary to contact the Millstadt Police Department to arrange pick up of the child at the Police Dept.

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

1. Choose a seat and sit in it immediately upon entering the bus. Remain seated facing forward. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
5. Enter and exit the bus only when the bus is fully stopped. Use the handrail when exiting the bus.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. 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.
10. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
11. Do not open windows.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time. Stay away from the street while waiting for the bus. Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
16. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

17. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic. Never run back to the bus, even if you dropped or forgot something.
18. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
19. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
20. Eating is not permitted on the bus.
21. Parents will be liable for any defacing or damage students do to the bus.
22. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Wayne Guetterman at 476-3007.

### **Discipline Procedure**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or 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 building principal 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.

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.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a district school bus. If a student receives three bus referrals he/she will be automatically suspended from the bus for a period of five days. Riding the bus is a privilege, not a right. Any student abusing this privilege will forfeit the privilege.

The enforcement of bus regulations is handled in four steps:

1<sup>st</sup> Offense - a school bus incident report is issued by the driver. The incident is discussed by the Principal and student.

2<sup>nd</sup> Offense - a school bus incident report is issued by the driver. The incident is discussed by the Principal and student and parent.

3<sup>rd</sup> Offense - a school bus incident report is issued by the driver. The Principal will notify the parent/guardian of the revocation of bus riding privileges for a period of time not less than five (5) days.

In the case of a severe infraction, a student may be suspended from the bus regardless of the number of previous incidents. Repeated suspensions from the bus may result in complete loss of bus riding privileges.

### **Use of Video Cameras in the School and on School Buses**

Video cameras may be used on school buses or within and outside of the school as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videos are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videos. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, teacher, sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **School Day/Tardiness**

#### MCS School Hours

Start time: 8:15 a.m.  
Pass to Class required: 8:20 a.m.  
Bus Rider Dismissal: 3:20 p.m.  
Walker Dismissal: 3:25 p.m.

#### Primary Center School Hours:

Start time: 8:10 a.m.  
Pass to Class required: 8:15 a.m.  
Bus Rider Dismissal: 3:10 p.m.  
Walker Dismissal: 3:15 p.m.

If students arrive late, they must sign in at the principal's office and receive a Pass to Class.

Students who are not in the classroom by:

8:15 a.m. at the Primary Center

8:20 a.m. at MCS

or when the bell rings between classes will be considered tardy.

*Excused tardies: medical excuse, weather emergencies, and traffic emergencies. Final decisions will be made by the principal. Students who are tardy without an excuse, either to school or individual classes, three or more times will receive a disciplinary referral.*

#### MCS School

Bus riders dismissed at 3:20 p.m.

Walkers dismissed at 3:25 p.m.

#### Primary Center School

Bus riders dismissed at 3:10 p.m.

Walkers dismissed at 3:15 p.m.

## **Sex Education Instruction**

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **Sex Equity /Title IX**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.sate.il.us/cmvo/>

## **Sports Physicals**

Before a student is permitted to try out for an athletic team, a complete athletic physical form must be on file with the District. The athletic physical is good for 13 months from date of physical.

### **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **IHSA Steroid Testing Policy Consent to Random Testing**

In January, 2008 the Illinois High School Association's Board of Directors approved a plan developed by the IHSA's Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing substances.

Beginning with the 2008-2009 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be

considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

No student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing.

A complete list of the current IHSA Banned Drug Classes can be accessed at [http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_drug\\_classes.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_drug_classes.pdf)

## **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

## **Student Biometric Information**

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

## **Student Discipline Policy**

### **A. Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
  - b. Any anabolic steroid or performance-enhancing substance unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. 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.
- d. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but 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.
  - 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. 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.
- g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing physiological or psychological change in the body, including, without limitation, pure caffeine in a tablet or powdered form. Students who are under the influences 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" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless;
    7. (a) the supervising teacher grants permission;
    - (b) use of the device is provided in a student's individualized education program (IEP); or
    - (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  9. Disobeying rules of student conduct or directives from staff members or school officials.
  10. 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.
  11. Bullying, Hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.,
14. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes 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:
  - a. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
  - b. has the purpose or effect of:
    1. substantially interfering with a student's educational environment;
    2. creating an intimidating, hostile, or offensive educational environment;
    3. depriving a student of educational aid, benefits, services, or treatment; or
    4. making submission to or rejection of such conduct the basis for academic decisions affecting a student.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - (a) be a threat or an attempted intimidation of a staff member; or
  - (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.  
The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.
22. Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include students.  
Students engaging in hazing will be subject to one or more of the following disciplinary actions:
  - a. Removal from the extra-curricular activities

- b. Conference with parent(s)/guardian(s)
- c. Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

23. No student shall engage in any gang activity, including, but not limited to:
- a. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
  - b. committing any acts of omission, or using speech, either verbal or nonverbal (such as gestures or handshakes ) showing membership or affiliation in a gang, and
  - c. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - 1. soliciting others for membership in any gangs,
    - 2. requesting any person to pay protection or otherwise intimidating or threatening any person,
    - 3. committing any other illegal act or other violation of school district policies,
    - 4. inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- a. Removal from extracurricular and athletic activities
- b. Conference with parent(s)/guardian(s)
- c. Referral to appropriate law enforcement agency
- d. Suspension for up to 10 days
- e. Expulsion not to exceed 2 years

24. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. The grounds for disciplinary action, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
- a. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
  - b. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Anywhere, if:
    - (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member;
    - (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function;
  - e. The student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.
25. Skateboards/Roller Shoes may not be brought on, or used on school property. They pose a danger to students who use them going to and from school.
26. Disruptive student protest.
27. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." 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.

28. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student's person;
- (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property;
- (d) at any location on school property or at a school-sponsored event; or
- (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

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

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

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

#### **B. Definitions**

- 1. AFTER SCHOOL DETENTION is keeping a student after regular school hours for a reasonable period of time.
- 2. LUNCH DETENTION is served during the entire lunch and noon recess period.
- 3. PROBATION is conditioned enrollment in school, a particular activity or class for a restricted period of time.
- 4. OFFICE DETENTION is served in the principal's office during time specified by the building principal.
- 5. IN-SCHOOL SUSPENSION is the temporary exclusion of a student from a class or classes with the opportunity to make up missed class work for credit.
- 6. SUSPENSION is the temporary exclusion of a student from school, riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
- 7. EXPULSION is the exclusion of a student from school for a period of time greater than ten (10) school days and for no longer than two calendar years.
- 8. SCHOOL PERSONNEL includes teachers, administrators, school board members, school bus drivers, classroom assistants and all other school district employees.

9. GROSS DISOBEDIENCE OR MISCONDUCT is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably lead school authorities to forecast substantial injury, disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, school bus or at any school sponsored function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.
10. SPECIAL EDUCATION STUDENT is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of the Illinois School Code.
11. SPECIAL EDUCATION RULES AND REGULATIONS are the State of Illinois' Rules and Regulations to Govern the Administration and Operation of Special Education.
12. THE SCHOOL CODE refers to the Illinois Statutes governing Board's of Education as found in Chapter 122, para. 1 et. Esq., of the Illinois revised Statutes.
13. BULLYING: Physical, Verbal, Relational or Cyber. Physical Bullying usually includes pushing, shoving, hitting, and kicking the victim or abusing personal property. Verbal Bullying includes name calling and attacks with words to hurt or humiliate the victim. Relational Bullying excludes the victim from social or group settings. Cyber Bullying includes attacks by texting or statements left on Myspace or any webpage. ( Board Policy 7.190)
14. GANG ACTIVITY is any group of 2 or more persons whose purpose includes the commission of illegal acts. It is also any behavior that identifies a student as a member of an organized gang. Specific gang behaviors (i.e. violence, drug use, dress) will be addressed in the Discipline Plan and Dress Code and reported to the proper authorities.
15. PHYSICAL CONFLICT is any physical contact between students resulting from a disagreement which may be interpreted as something less than a fight.
16. POSSESSION includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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.

## **Student Discipline Plan**

The discipline plan detailed below is to be used as a general guide for students, parents/guardians, teachers and staff. The lists of misbehaviors and consequences are not intended to include all possibilities. The Principal will use his/her professional judgment to make decisions concerning misbehavior and/or consequences when necessary.

## **Disciplinary Measures**

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

1. Notifying parents/guardians
2. Disciplinary conference.
3. Withholding of privileges
4. Temporary removal from the classroom.

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

- 1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- 2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever

the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

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

#### **Level I**

Level I consists of minor misbehaviors which impede the orderly operation of the school (classrooms, playground, restrooms, gym, halls, multi-purpose room and school activities). These offenses can usually be handled by an individual staff member but may at times require the intervention of other personnel.

Level I misbehaviors include but are not limited to:

- Running
- Behavior which disrupts another class
- Not following classroom rules
- Being out of appropriate area
- Lying
- Non-compliance
- Dress code violation

Level I consequences include but are not limited to:

- Discussion with the Principal
- Phone call to parent
- Lunch detention

\*Three Level I incidents in one semester may result in a Level II consequence.

#### **Level II**

Level II misbehaviors are frequent or serious enough to disrupt the learning environment of the school, endanger the wellbeing of others, or damage school property. These acts of misconduct do not represent a direct threat to the health and safety of others but their consequences are serious enough to require administrative action.

Level II misbehaviors include but are not limited to:

- Repeated Level I offenses\*
- Cheating/Forgery
- Verbal Tantrum
- Use of inappropriate language
- Racial/Sexual harassment
- Disrespect of school personnel
- Possession of inappropriate printed material
- Physical Conflict
- Bullying and Cyber Bullying

Level II consequences include but are not limited to:

- Lunch detention
- After school detention
- Office detention
- In-school suspension

\*Three Level II incidents in one semester may result in a Level III consequence.

### **Level III**

Level III misbehaviors are acts so serious that they always require administrative action and result in removing a student, at least temporarily, from school. These acts may represent a direct threat to the health and safety of others. Level III offenses may sometimes involve the intervention of law enforcement authorities.

Level III offenses include but are not limited to:

- Repeated Level II offenses\*
- Theft
- Fighting
- Physical tantrum
- Vandalism
- Possession of tobacco products
- Leaving school grounds
- Extortion
- Pulling fire alarm/calling 911
- Disruptive student protest
- Possession of stolen property
- Verbal or written threats of violence

Level III consequences include but are not limited to:

- In-school suspension
- Out of school suspension

\*Three Level III incidents may result in a Level IV consequence.

### **Level IV**

Level IV misbehaviors represent the most serious offenses and always require administrative action, intervention of law enforcement and action by the Board of Education. These offenses will always result in the removal of the student from the school to protect the health and safety of others.

Level IV offenses include but are not limited to:

- Repeated Level III offenses\*
- Possession of weapons or look-alikes
- Possession or use of drugs/alcohol
- Bomb threat
- Striking school personnel
- Arson

Level IV consequences include:

- Suspension
- Expulsion

## **Playground Recess**

Situations on the playground during recess can be somewhat different from those experienced in classroom settings. The behaviors listed below are to be used as a general guide for students, parents/guardians and playground supervisors. The Principal will use his/her judgment to make decisions concerning misbehavior and/or consequences when necessary.

The use of the new and older playground equipment during school hours is reserved according to the following schedule at MCS. (All Primary Center students may use playground equipment).

Grades 3 – 6: May use equipment according to the following schedule:

- Grades 3 – 4: Noon to 12:30 p.m.
- Grades 5 – 6: 11:30 a.m. to Noon

### **Level I**

Level I misbehaviors are minor and can usually be handled by the playground supervisors.

Level I misbehaviors include but are not limited to:

- Level I misbehaviors listed previously
- Acrobatics
- Candy/Food/Gum at noon recess

Level I consequences include but are not limited to:

- One day noon recess detention

### **Level II**

Level II involves misbehavior that is frequent or serious enough to endanger the wellbeing of others and/or damage school property. This misbehavior may require administrative intervention.

Level II offenses include but are not limited to:

- Repeated Level I misbehaviors\* (Every five Level I misbehaviors count as one Level II misbehavior).

Level II misbehaviors previously listed

- Wrestling/Tackling
- Throwing objects

Level II consequences include but are not limited to:

- Three - five days of noon recess detention
- After school detention

\*The tenth occurrence will constitute a repeated violation. (Every ten Level II misbehaviors count as one Level III misbehavior).

### **Level III and Level IV**

Level III and IV offenses and consequences are the same as those previously listed.

## **Special Education Referral and Evaluation Procedures**

The following are guidelines provided by the Belleville Area Special Services Cooperative to its member districts. The actual implementation of these procedures may vary from district to district, but the substance should be the same.

### **Initial referral**

Parents, teachers, or other persons who believe that a student may require special education services can refer that student for an evaluation. This referral should be based on the following criteria:

- the student is demonstrating atypical behavior(s) that may be related to a visual, hearing, cognitive, emotional, medical, or speech/language concern and these behaviors are having an adverse effect on the student's classroom performance
- the student's grades are not reflecting minimum standards and retention is being considered.

- the student is chronically absent or tardy.

Based on a review of the referral, the school's Student Teacher Assistance and Resource Team (STAR Team) will convene to evaluate and propose interventions for the student. The STAR Team will then determine if an evaluation is appropriate or not appropriate.

If the evaluation is determined appropriate, a letter will be sent to the parent/referring agent stating such along with a copy of "explanation of procedural safeguards available to parents of students with disabilities." A child review team, including the parent, will then meet to identify what assessments are needed. If the evaluation is determined not appropriate at that time, a letter will be sent to the parent/referring agent stating such along with a copy of "explanation of procedural safeguards available to parents of students with disabilities." The referral then stops and additional interventions will be attempted in the regular classroom.

#### Initial evaluation

If the child review team determines that additional evaluation data is needed, the parent/guardian will sign consent to collect this data. Once the evaluations have been completed, a meeting will be convened to determine whether the student is eligible for special education. If eligible, an individualized education plan will be written that describes the educational program and services the student requires to meet his/her goals. The parent/guardian then signs consent for initial special education placement.

If not eligible, the special education process ends and additional interventions will be attempted in the regular classroom.

Belleville Area Special Services Cooperative, in conjunction with member school districts, developed and utilizes specific criteria for eligibility in the following categories: behavioral/emotional disorders, learning disabilities, speech/language impairments, autism, mental impairment, and traumatic brain injury.

#### Reevaluation

The local school district shall reevaluate an eligible student whenever conditions warrant, but at least once every three years. For a reevaluation, the child review team will meet to determine whether additional evaluation data is needed or not needed for continued eligibility for special education.

If the team determines that additional evaluation data is needed, the parent/guardian will sign consent to collect this data.

If the team determines that no additional evaluation is needed, the parent/guardian will indicate agreement or disagreement. If the parent/guardian indicates agreement, the team can then proceed with eligibility determination and the development of the individualized education plan. If the parent/guardian indicates disagreement, the "explanation of procedural safeguards for parents of students with disabilities" is discussed.

#### Procedural safeguards

All procedural safeguards, including rights to administrative remedy, mediation, and impartial due process, as required through the individuals with disabilities education act (idea) and the Illinois school code, shall be applicable to the resolution of disputes involving referral, evaluation, and the individualized education plan.

Refer to the BASSC Web Site for the adopted policies and procedures for Special Education Referral Procedures. <http://www.bassc-sped.org>.

#### Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with

disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

### Discipline of Students with Disabilities

#### **Behavioral Interventions**

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

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

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

### Exemption From Physical Education Requirement

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

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

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

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:

- a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
  8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

### **Student Interviews (Agency and Police)**

All requests by agency or police officials to interview a student shall be handled according to procedures developed by the Superintendent.

LEGAL REF. 325 ILCS 5/1 et seq.  
705 ILCS 80/1 et seq.

### **Student Lockers**

Each student in grades 1 - 8 will be assigned a locker - students may have to share a locker. A student cannot expect his/her locker to be free from inspection if the Administration considers a search necessary to maintain the integrity of the school environment and to protect other students. Damage to lockers may result in disciplinary action plus a financial charge.

Students in 5th - 8th will be supplied with a combination lock. Students using any other type of lock must provide the Principal's Office with the combination or duplicate key.

Book/gym bags that are so large that the locker cannot be closed will not be allowed. Open containers of beverages may not be kept in lockers.

### **Student Privacy Protections**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and **within a reasonable time of their request**, refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

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

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

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

### **Student Records**

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

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

1. **The right to inspect and copy the student's education records within 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 record. Students 18 years or age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates, or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
  
5. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding student, limited to:
  - Name
  - Address
  - Gender
  - Grade level
  - Birth Date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or new-related purposes (whether by a media outlet or by the school) or a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
  
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 School 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

Policies and procedures regarding student records are available for review in the Superintendent's Office.

## **Student Residency**

Only students who are residents of the District may attend a District School without a tuition charge, except as otherwise provided below or in State Law. A student's residence is the same as the person who has legal custody of the student. The Administration may require proof of residence and legal custody. "Legal Custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational program;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the District's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for the purposes other than to have access to the educational programs of the district; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night-time abode for the purposes other than to have access to the educational programs of the district.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and the responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

Students attending MCS must be legal residents of the school district. A legal resident is defined as follows:

- resides within the district with his/her natural parents; or
- resides within the district with his/her custodial parent if the natural parents are divorced; or
- resides within the district with a person to whom the natural or custodial parent has transferred custody and control if the intent of the transfer was not for the purposes of school enrollment.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

## **Residency/Enrollment**

### **Step 1 - Proof of parent or guardian relationship**

Person registering student must prove parental or guardian relationship by showing:

- Certified Birth Certificate of student
- Driver's License or Other Acceptable Photo ID of parent or guardian
- Proof of Guardianship (if applicable)
- Court Order, Agreement, Judgment or Divorce Decree that awards custody of the child to any person (if one exists)

**Step 2 - Proof of Residency**

Person registering student must show 2 of the following proofs of residency, at least 1 of which must be from Category A. Person registering a student must also provide an Occupancy Permit.

Category A

Rental/Lease:

Landlord Name \_\_\_\_\_

Landlord Phone \_\_\_\_\_

Home Ownership Title or Deed

Homeowner or Renter Insurance bill

Current Real Estate Tax Bill

Category B

Current utility bill (gas sewer, water, or electricity)

Current paycheck stub with address in District

Documentation of TANF or Approval Letter from Nutrition Program and Support Services

Driver's License with address in District

Residency/Enrollment with Affidavit of Residency

**Step 1 - Proof of parent or guardian relationship**

Person registering student must prove parental or guardian relationship by showing:

- Certified Birth Certificate of student
- Driver's License or Other Acceptable Photo ID or parent or guardian
- Proof of Guardianship (if applicable)
- Court Order, Agreement, Judgment or Divorce Decree that awards custody of the child to any person (if one exists)

**Step 2 - Proof of Residency**

- Parent/guardian and district homeowner/renter must both sign an Affidavit of Residency
- District resident with whom student and parent are residing must show 2 proofs from Category A plus an Occupancy Permit.
- Parent or guardian living with another resident of the District must show 1 proof of residency from Category B.

Category A (Homeowner or renter must show 2 proofs from this list.)

- Current Utility Bill (gas, sewer, water, or electricity)
- Rental/Lease  
Landlord Name \_\_\_\_\_  
Landlord Phone \_\_\_\_\_
- Home Ownership Title or Deed
- Homeowner or Renter Insurance bill
- Current Real Estate Tax Bill

Category B (Parent or guardian must show 1 proof from this list.)

Current paycheck stub with address in District

Documentation of TANF or Approval Letter from Nutrition Program and Support Services.

Driver's license with address in District

**Any person who knowingly or willfully presents to the district any false information regarding the residency of a student for the purpose of enrolling that student to attend school in the district, shall be guilty of a Class C misdemeanor, punishable by up to 30 days incarceration in the St. Clair Jail ILCS 5/5-8-3 and/or a fine up to \$1500.00 **730 ILCS 5/5-9-1**. In addition any nonresident student will be charged tuition for each day of enrollment in accordance with Section 10-20.12a, of the Illinois School Code.**

## **Student 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 will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

### **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.

### **Searches**

Illinois HB 2695 provides that school authorities may inspect and search lockers, desks, parking lots, and other school property and equipment without notice or consent and without a search warrant. Students have no reasonable expectation of privacy in these places. Police may be involved in these searches. School officials may also search students, book bags, and other personal property if they suspect any illegal materials. Such searches may include all student personal property on field trips or other off-campus school activities. IF A STUDENT (OR HIS/HER PARENT) REFUSES A SEARCH, THE POLICE WILL BE CALLED TO CONDUCT THE SEARCH. (This policy is in compliance with the Illinois Code section dealing with health and safety.

The School District's policy for student search and seizure is available for review in the Superintendent's Office.

## **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **Teacher Qualification**

Parents/guardians may request information about the qualifications for their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether the teacher has is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **Telephone Policy**

Students will not be permitted to use the office telephone except in cases of emergency or extreme necessity. Students may use the classroom phones at the discretion of the classroom teacher. See Cell Phones and Other Electronic Devices page 4

Messages to students will be delivered before the end of the school day. However, parents/guardians are requested not to call unless the message is of an urgent nature.

Teachers will not be called to the telephone during class time unless there is an emergency. Telephone messages will be forwarded to the classroom teacher's voice mailbox. Teachers will return calls as soon as possible.

## **Transportation Changes/Notifications**

If your child has a change in their transportation, a note must be written to the school. We ask that the following information be included in your note: Is the child a Bus Rider or Walker and the dates the note is effective (one particular day or everyday until further notice). If the child is going to be riding the bus, we will need to know the child's full name, home room, bus number (if known), and the location where the child is getting off or who he/she is getting off with. If the child is being picked up then we will need to know who is picking the child up. All notes must be signed by the parent.

## **Transportation to Extracurricular Activities**

Bus transportation to extracurricular activities will be provided at no cost to MCS students. Students will be notified of departure and estimated return times. Bus rules apply.

Students who ride the bus to extra-curricular events must return on the bus or with their parents/guardians if permission is granted and a waiver signed. If a student is leaving with someone other than their parent/guardian, they MUST have written parental permission.

## Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Truancy exists when a student is absent without the permission of the parent or without good reason. First cases of truancy are handled by school officials.

- After the third day of unexcused absences a letter is mailed to the home from the building principal stating the days absent. The next step will be a mandatory appearance at a Local Truancy Review Board.
- After the 6<sup>th</sup> day of unexcused absences a letter is mailed home from the district office stating time, date, and location of their appearance at a local truancy review board.
- After the 9<sup>th</sup> day of unexcused absences letter is sent from the Regional Office of Education stating:
  1. The ROE has been contacted with documentation of the child's unexcused absences.
  2. The next step will be mandatory appearance at the Regional Truancy Review Board.
- After the 12<sup>th</sup> day of unexcused absences a letter goes home from the ROE stating time, date, and location of their appearance at the Regional Truancy Review Board.
- After 18 unexcused absences are accumulated a petition will be filed with the St. Clair Co. State's Attorney. When a petition is filed, it will be set for an adjudicatory hearing within 10 days and acted upon within 30 days.

Students that are absent or tardy to school for an accumulated period of ten (10) days will have their names referred to the Truancy Officer.

After 4 tardies a student will receive a minimum 1 lunch detention for each tardy.

## Truancy Ordinance

The school does cooperate with the Millstadt Police Department in enforcing Millstadt City Ordinance No. 939.132.04 TRUANCY

- (A) (1) It is unlawful for any minor who is subject to compulsory education by statute or court order to be present in any public place or on the premises of any establishment within the Village while the school the minor is required to attend is in session.
- (2) This division shall not apply to minors engaged in the following:
- (a) Accompanied by a parent, guardian, custodian, or responsible adult when the minor is excused from school.
  - (b) Involved in a bona fide emergency.
  - (c) Going to, or returning to home or school from a medical appointment without detour.
  - (d) Going to, or returning to home or school from employment pursuant to a cooperative school vocation program without any detour.
  - (e) In possession of valid proof that the minor student has permission to leave the campus.
  - (f) A bona fide participant in any alternative education or home schooling program.
  - (g) An authorized or excused absence from school, including but not limited to lunch periods.
- (B) It is unlawful for any parent, guardian, custodian, or responsible adult supervising a minor, to knowingly permit or, by insufficient control, allow the minor to be present in any public place or on the premises of any establishment within the Village while the school the minor is required to attend is in session.

(C) It is unlawful for any owner, operator, or any employee of an establishment to allow a minor to be present or to remain upon the premises of the establishment while in violation of this section. It shall be an affirmative defense, however, if the owner, operator, or employee of the establishment notifies the Police Department immediately upon discovering that a suspected violation of this has occurred on the premises of the establishment.

(D) (1) Any person convicted of violating any provision of this Section shall be fined not less than \$75.00

but not more than \$500.00

(2) In lieu of a fine, a first minor offender may be ordered to perform ten hours of court- approved community service. A subsequent minor offender may be ordered to perform court-approved community service in addition to the minimum fine.

(3) Parents, guardians, or custodians may be ordered to attend a court-approved parenting class or other counseling related to parenting.

(4) In addition to the penalties above, the minor's parents, guardians, or custodians may be required by the court to pay restitution to the Village for all costs incurred for the custody or care of the minor, or for any damages caused directly or indirectly by the minor.

## **Use of Behavioral Interventions for Students with Disabilities**

Policies and procedures regarding the use of behavioral interventions for students with disabilities are available for review in the Superintendent's Office.

## **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **Use of Isolated Time Out and Physical Restraint**

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others.

Policies and procedures regarding the use of isolated time out and physical restraint with students are available for review in the Superintendent's Office.

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

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

## **Vandalism**

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/1 et seq.

## **Videos**

No R-rated movie or materials shall be shown to Elementary students or Middle School students. Movies with a PG or PG-13 rating may only be shown in grades 6-8 if: 1) the teacher has previewed the movie and no excessive profanity, nudity, or sexual conduct is shown, and 2) the school has received a signed parental permission slip. Only movies with a G rating may be shown to Pre K – 5<sup>th</sup> grades. Any parent who does not want their student to view PG or PG13 movies in class should contact the teacher and principal.

## **Vision/Hearing Screening/Dental Exams**

Screenings will be done, as mandated, for the following children:

- Vision Screening for Pre-K, Kindergarten, 2<sup>nd</sup>, 8<sup>th</sup>, all special education, and new students.
- Hearing Screening for Pre-K through 3<sup>rd</sup>, all special education, and new students.  
The screenings begin in October and continue through February or until completed.
- A dental exam is required for Kindergarten, 2<sup>nd</sup> & 6<sup>th</sup> graders

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test, vision/hearing screenings are not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

## **Visitors**

During the school day, ALL VISITORS (anyone who is not a registered student or employee of the District) must register in the **Principal's Office**. All visitors must wear an identification badge while in the building.

## **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for a least one calendar year, but no more than two calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case by case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item such as a baseball bat, pipe, bottle, lock, stick, pencil, pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.