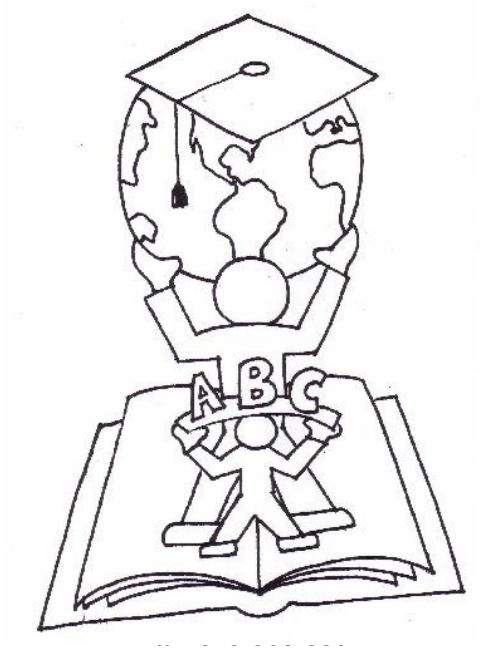
MARENGO-UNION ELEMENTARY CONSOLIDATED SCHOOL DISTRICT NO. 165

PARENT / STUDENT HANDBOOK
2020-2021
EDUCATING TODAY FOR TOMORROW'S WORLD



www.marengo165.org

Locust School	Ulysses S. Grant Intermediate School	Marengo Community Middle School
Grades: PreK, ECE, K – 3rd	Grades: 4th & 5th	Grades: 6th – 8th
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MISSION STATEMENT

District #165's mission is to form a community partnership dedicated to providing a solid educational foundation that enables students to become confident, self-sufficient and productive citizens. Students shall have the academic and technological opportunities to achieve their full potential in a nurturing environment.

06/20

WELCOME

Dear Parents/Guardians:

The 2020-2021 school year will begin like no other as we do not know how delivery of instruction will occur. But what I can guarantee is that we will approach the school year with the same passion and commitment to "Educating Today for Tomorrow's World." We live in extraordinary times at present, and therefore we need to be extraordinary in practices and approaches to teaching and learning. One thing I can absolutely guarantee is our steadfast commitment to helping our students excel educationally.

The children of today need all our assistance to reach their potential as tomorrow's great thinkers and leaders. The commitment we make now will benefit our state and country as they become citizens of the world, competing and collaborating in an ever-changing worldwide economy. The school system plays an integral role of teaching knowledge and skills but a child's attitudes toward school and his or her habits of reading, learning and studying are largely developed at home. Studies have consistently linked parental involvement with higher student grades and test scores, more positive student attitudes and behaviors, and improved school environments.

The Student-Family Handbook is a guide to our district's practices, guidelines, and procedures. It is assessed annually by a committee of administrators, teachers, parents, and community members. This handbook is reviewed and approved annually by the Board of Education. We have set extremely high standards for our district, many of which are included in this handbook. Please take the time to familiarize yourself and your child(ren) with the handbook. Student knowledge and compliance with expectations helps guarantee a healthy school climate which is conducive for learning and ensures safety for all students. Please also take some time to review district financial documents, school report cards and other important information as posted on our website http://www.marengo165.org.

On behalf of the Marengo Union Elementary CSD #165, I openly thank you for your continued support of our schools, and for the prospect to work with you as a leader of this wonderful school community. I wish each of you an outstanding school year.

Yours in Education,

Lea Damisch
Superintendent of Schools

Suellen Lopez Principal Locust School	Tracy Beam Principal Marengo Community Middle School	*Bradley Breakfield* *Assistant Principal* *Marengo Community* *Middle School*	Cheri Heinz Special Education Director Principal Ulysses S. Grant Intermediate School

PURPOSE

The Parent / Student Handbook is adopted by the Board of Education of Marengo-Union Elementary Consolidated School District #165 in an effort to inform all parents and students in the district the Illinois School Code procedures and policies. Questions about any of the items included may be directed to any of the building principals or the administrative staff. It is a well-established fact that parents can make a rich contribution to the educational development of the child. All parents are urged to help in directing the energies of their children along constructive lines and assist in the development of good citizens. It is to further this purpose that this handbook is distributed.

BOARD OF EDUCATION

The Board of Education meets in regular session on the fourth Tuesday of each month at 7:00 P.M., unless a holiday or break falls by that date. Board meetings are held in Room 10 of Marengo Middle School at 816 E. Grant Highway. The meeting dates may be changed with prior notice in accordance with state law.
Current members are:

Mr. Greg Wright, President

Mrs. Lesley Pace, Vice President	Mr. Matt Erbstoesser, Secretary
Mr. Jude Castro	Mr. Rick Czepczynski
Mrs. Barb Dochterman	Mr. John Wyrostek

Any changes that were made to this 2020-2021 handbook have been printed in italics for your convenience.

DISTRICT #165 EMERGENCY CLOSING INFORMATION

We will use School Reach, an automated phone system in an event of an emergency, or school closing. In order to get the message, the phone must be picked up by person or answering machine.

Table of Contents

District Section (5-18)	
Welcome	2
Purpose	2
Board of Education	2
Emergency Closing Info	2
Animals on School Property	5
Asbestos Hazard Emergency Act	5
CEPTA	5
Complaint Policy	5
District Web Site	5
Equal Educational Opportunities	5
Equal Opportunity & Sex Equity	5
Fees, Fines & Charges / Fee Waiver Policy	6
Field Trips	6
Gender Identity and/or Gender Expression	6
Harassment	6
Homeless Child's Right to Education	7
In-service Training	7
Instructional Goals	7
Instructional Program	7
Mandated Reporter	7
Missing Children	7
Non-Discrimination Policy	8
Parent Involvement Policy	8
Pesticide Notification	8
Philosophy of Education	9
Registration	9
Residency	9
Safety Information	9
School Volunteers	10
Sex Offender Notification Law	10
Smoking Policy	10
State & Federal Programs	10
Student Records	10
Student Teachers	13
Suspension & Expulsion Policy	13
Textbook Loan Information	15
Transportation	15
Wellness Policy	17
Withdrawal of Students	18

Student / Parent Section (19-34)	
General Student Responsibilities	19
Search & Seizure	19-20
Attendance - Makeup Work	20
Bus Behavior/Cell Phone Usage on the Bus	21
Building, Playground and Lunchroom Rules	22
Disciplinary Procedures/Gross Disobedience/Misconduct	23-24
Bullying Prohibition and Prevention/Disciplinary Measures	24-25
Guidelines for Maintaining Good Student Conduct	26
Health Services	27-28
Kindergarten Enrollment	28
Library Program	28
Concussion Policy Pre-K – 8th Grade	29
Reporting Student Progress	30
School Lunch and Breakfast	30
Special Services- Preschool Screening	31
Special Ed, Disabilities, English Language Learners	31-32
Student Activities	32
Student Fees	33
Title I – School Parent Compact	33-34
School Visits	34
To Be a Warrior-Athletic Program/Philosophy	35
Requirements for Participation in Athletic Activities	36
Concussion Policy Pre-K – 8th Grade	37-38
Use of Electronic Networks	39-43
CIPA-Compliant Internet Safety Policy	44
Disclaimer	45
Local Resources for Family Issues	46
Behavior Matrix-Locust Elementary	47
Behavior Matrix-Ulysses S. Grant	48
Behavior Matric-Marengo Community Middle School	49

Index

Access to Student Records	11	**Fees, Fines & Charges / Fee Waiver Policy**	6	Responsibilities in Specific Areas	19-20
Accident or Illness	27	Field Trips	6	Retention	30
Animals on School Property	5	Fire Drills	9	Safety Information	9
Asbestos Hazard Emergency Act	5	**Formal Disciplinary Procedures**	23	**School Lunch & Breakfast**	30
At-Risk Pre-Kindergarten Program	31	Gender Identity and/or Gender Expression	6	School Volunteers	10
Athlete's Attitude	38	**General Student Responsibilities**	19	Search & Seizure	19
Athletic Bus Riding Policy	36	Gross Disobedience or Misconduct	23-24	Sex Offender Notification Law	10
Athlete's Medical Insurance Coverage	38	**Guidelines for Good Student Conduct**	26	Sexual Harassment	6
Athletic Policies	36	**Health Services**	27	Smoking Policy	10
Attendance	20	Healthful Food & Beverages	17-18	**Social Media**	20 & 24
Babysitting/Daycare Policy	16	Homeless Child's Right to Education	7	**Special Education Services**	31
Birthday Treat Options	18	Homework	26	**Special Services**	31
Board of Education	2	In-service Training	7	**Special Supportive Services**	31
Building Rules	22	Instructional Goals	7	State & Federal Programs	10
Bullying Prohibition and Prevention	24	Instructional Programs	7	Student Activities	32
Bussing Information	15-16	Internet / Computer Use Policies	39-43	**Student Behavior / Discipline**	19
Bus Behavior	21	**Kindergarten Enrollment**	28	**Student Discipline**	23
Care of Students with Diabetes	27	Learning Condition	26	**Student Fees**	33
Cell Phone Usage on the Bus	21	Library Program	28	Student Harassment	6
CEPTA	5	**Local Resources**	46	Student Record Challenges	12
Chain of Command for Athletes	38	Lunch Room Rules	22	Student Records	10
CIPA	44	Make Up Work	20	Student Teachers	13
Civil Emergencies	9	Mandated Reporter	7	Students With Food Allergies	17
Communicable Diseases	27	Medication Administration	27	Suspension – definition	23
Complaint Policy	5	Misconduct by Students with Disabilities	14	**Suspension and Expulsion Policy**	13
Computer / Internet Use Policies	39-43	Missing Children	7	Due Process	13
Concussion Policy	29 & 37	Non-Discrimination Policy	8	Notification	14
Crisis Plan	9	Parent Involvement Policy	8	Procedures	14
Delegation of Authority	25	Pediculosis (Head Lice)	28	Hearings	14
Detentions	23	Pesticide Notification	8	Teacher Control	26
Disciplinary Measures	25	Philosophy of Education	9	Textbook Loan Information	15
Disclaimer	45	Playground Rules	22	Title I – School Parent Compact	33
Education of Children with Disabilities	32	Policies / Library Book Fines	28	**To Be A Warrior**	35
Eligibility for Athletes	36	**Positive Behavior Intervention System**	26	Tornado Warning, Etc.	9
Emergency Closing Info	2	**Preschool Screening**	31	Traffic at School	16
English Language Learners	32	Procedures For Screening	31	**Transportation Notice**	15
Equal Educational Opportunities	5	Promotion Requirements	30	**Use of Electronic Network**	39
Equal Opportunity & Sex Equity	5	Purpose	2	Use of Video Cameras on School Busses	16
Examination / Immunization	27	**Registration**	9	Vision & Hearing Screening	28
Excuses from PE and/or Recess	27	Remove from Class	26	Visitation	34
Expulsion – definition	23	Reporting Periods	30	**Web Site**	5
		Reporting Student Progress	30	**Welcome**	2
		Requirements for Participation in Athletics	36	Wellness Policy	17
		Residency	9	**Withdrawal of Students**	18

District Handbook Section

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS HAZARD EMERGENCY ACT

The buildings of Marengo Community Middle School, Grant Intermediate, and Locust School have been inspected for asbestos-containing building materials by a licensed inspector. In addition, an Asbestos Management Plan has been prepared by a Licensed Management Planner. An Inspection Report and Management Plan are on file in the district office and are available for public review during business hours.

The report states that asbestos-containing materials have been found. The condition and type of the asbestos are shown in the individual reports.

Copies of these reports are available upon notification of the district superintendent and payment of a fee to cover copying costs.

CEPTA

The Concerned Elementary Parent Teacher Association works with the schools to provide quality education for all children. Regular cePTA meetings are scheduled during the school year, usually held prior to District School Board meetings. View all activities at the website at http://www.marengo165.org/cePTA

COMPLAINT POLICY

Concerns or complaints by a parent of a student directed toward an employee shall be referred to the employer, and no disciplinary action against an employee shall be initiated by the administration until a scheduled parent-employee conference has taken place whenever possible. An employee may request the presence of a member of the district administrative staff at the conference.

DISTRICT WEB SITE

The Marengo-Union District web site may be found at http://www.marengo165.org. The current annual budget for the school district, the school calendar, and report cards for each school are just a few of the informational items that may be found on the district web site. Each attendance center may also be accessed with links to instructional staff and special school or classroom events.

EQUAL EDUCATIONAL OPPORTUNITIES FOR ALL

The Free Exercise and Establishment clauses of the United States and Illinois Constitutions states that students in public schools may voluntarily engage in individually initiated, non-disruptive prayer that is not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure located in the school office.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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.

FEES, FINES & CHARGES; FEE WAIVER POLICY

It is the policy of the Board of Education to waive all required fees assessed by and payable directly to the district, including the cost of school lunches, for students whose parents are unable to afford them. Such eligible students include, but are not limited to children eligible for free lunches under the School Lunch Program. Any student for who required fees are waived shall use school purchased items on a loan basis and shall return them at the end of the school term.
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 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The superintendent 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.
Seasonal employment;
Emergency situations; or
When one or more of the parents/guardians are involved in a work stoppage.

If there is a financial situation which precludes a family from making this payment, please contact Mrs. Damisch, Superintendent of Schools, at (815) 568-8323. All inquiries are kept confidential.

FIELD TRIPS

Students are occasionally taken on educational trips to provide experiences available only outside the school. Before such trips are taken the school must have written permission on file from the parent or guardian. Parents will be asked to sign general permission slips for such trips at the time of enrollment.

GENDER IDENTITY and/or GENDER EXPRESSION

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression shall be prohibited within the School District. This policy covers conduct and it also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school busses or vehicles and at bus stops.

HARASSMENT

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's age, sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status: or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, digital media, and spreading rumors related to a person's alleged sexual activities.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by 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.

IN-SERVICE TRAINING

Each year the district schedules some days during the school year when school is not in session or is dismissed early for in-service training programs. These times are used for school improvement activities, which include evaluation and development of curriculum and workshops for staff. The schedule for these in-service dates when students will not be in attendance is a part of the district calendar, which is available at the start of the school.

INSTRUCTIONAL GOALS

1. To achieve a feeling of self-worth.
2. To acknowledge the dignity of all people.
3. To be creative in a chosen field of work.
4. To grow as a responsible member of their family and to recognize the family as the basic social unit.
5. To strive for physical and mental health.
6. To plan for the wise use of leisure time.
7. To develop and maintain a positive attitude toward learning.
8. To acquire habits of analytical thinking and problem solving.
9. To develop the skills and abilities in reading, writing, speaking and listening to communicate ideas and feelings.
10. To achieve their potential through the opportunities offered.
11. To develop skills to use available educational resources.
12. To realize the role of careers in society and to understand changing opportunities.
13. To develop the responsibilities of a citizen in a democracy.
14. To appreciate culture and beauty that exists in the world.

INSTRUCTIONAL PROGRAM

Marengo-Union Consolidated School District #165 offers a general education curriculum at all levels that meets or exceeds State Board of Education requirements. The elementary program incorporates language arts, mathematics, science, social science, fine arts and physical development and health. There is remedial help available through Title 1 language arts and other individualized programs. Each school has a trained media person and a comprehensive collection of print and non-print materials available in the media center. Each school is also equipped with devices and other educational technology.

All schools in Marengo-Union Consolidated School District #165 have access to a full range of special education services available through the Special Education District of McHenry County (see Special Education).

The School Code of Illinois requires districts to provide instruction in health education areas, which includes prevention of AIDS, cancer, diabetes, heart disease, stroke, abduction, child abuse, sexual abuse and drug and substance abuse. Students will not be required to participate in instruction in these areas if the parent or guardian submits a written request that the student not be included in the instruction.

MANDATED REPORTER

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

MISSING CHILDREN

Illinois law requires any person enrolling a student in school for the first time to provide either a certified copy of the student's birth certificate or other governmental documentation of the child's identity.

If the necessary documentation is not received or is inaccurate or suspicious, the district must report the matter to local law enforcement authorities. The law also requires districts to flag the student record of any child who is reported to be missing by the Department of State Police. Local law enforcement authorities must then be notified when information is requested from the flagged record. In addition, a district enrolling a transfer student must request a copy of the student's record from the student's previous school, which must transfer the record within 10 days unless the record has been flagged as belonging to a missing child. When another school requests a flagged record, the student's previous school must notify local police.

NON-DISCRIMINATION POLICY

Marengo-Union Elementary Consolidated School District #165 follows all applicable state and federal laws pertaining to discrimination in its various instructional and extra-curricular programs. Title IX of the Education Amendments of 1972 states that "no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states that: "no otherwise handicapped individual in the United States, as defined in section 7 (6), shall solely be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

It is the policy of Marengo-Union Elementary Consolidated School District #165 not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1972 Education Amendments, nor to discriminate on the basis of disability in admission or access to or treatment or employment in its programs and activities as required by Section 504 of the Rehabilitation Act of 1973. Following is the grievance procedure:

A. A student or an employee shall present the allegation of discrimination, in writing, to the-appropriate Coordinator. Concerned parties will be notified.
B. The appropriate Coordinator shall investigate within ten (10) working days the allegation of discrimination.
C. If the allegation of discrimination has not been resolved in step B, the appropriate Coordinator will arrange for a hearing within ten (10) additional working days.
D. Within ten (10) additional working days, a hearing shall be held before a hearing officer appointed by the Board of Education or its representatives.
E. The hearing officer shall render in writing an opinion to the appropriate Coordinator and the student or employee within ten (10) working days from the time of the hearing.
F. Failing a resolution at step E, the student or employee may present a statement of the allegation of discrimination to the Unit Superintendent who shall resolve the matter. If the matter is not resolved, it may be submitted to the Board of Education, who will resolve the matter.
G. Failing a resolution at step F, the student or employee may present a statement of the allegation of discrimination to the Superintendent of the Education Service Region and/or the Illinois State Board of Education.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. To maintain confidentiality, grievances will not be placed in a student's file or employee's personnel file. The grievance file will be kept in the office of the Coordinator. The grievant has the right to review this file at any time with the notice to the Coordinator.

The Board of Education has appointed Superintendent Mrs. Lea Damisch, as Title IX Coordinator for all programs and Mrs. Cheri Heinz as Coordinator for Special Services under Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to Mrs. Damisch at the District Office (815-568-8323) or to the U.S. Dept. of Education, Office of Civil Rights – Region V, 300 S. Wacker Drive, Chicago, IL 60606.

PARENT INVOLVEMENT POLICY

Marengo-Union Elementary Consolidated School District #165 recognizes the importance of parent involvement to support student success and academic achievement. In order to ensure cooperative efforts and partnerships between parents and schools the district is committed to:

1. Involving parents as partners in the various activities throughout the year.

2. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.

3. Developing strategies and programs in the school to enable parents to participate actively in their children's educations.

4. Provide training, support and coordination for school staff and parents to implement and sustain appropriate parent involvement from kindergarten through grade eight.

PESTICIDE NOTIFICATION

In 1999, the Illinois General Assembly passed laws requiring that the public schools notify parents, guardians, school employees, and community members at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification required extends to both indoor and outdoor pesticides applications. Excluded from the notification requirements are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

In addition to the 48 hours' notice, Marengo-Union CSD #165 seeks to establish a registry of people who wish to be notified. To be included in this registry, please submit a written request to Lea Damisch, Superintendent, 816 E. Grant Highway, Marengo, IL 60152. Any other questions you have regarding the District's pest management practices may also be directed to Lea Damisch at (815)568-8323.

PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and the society in which the student lives. It is the responsibility of the community to provide educational experiences, which will assist the student in becoming a responsible and contributing member of society.

The classroom teacher, the administrator and the Board of Education should constantly strive to maintain a harmonious working relationship and to establish confidence in and respect for each other's viewpoint. Together, they work to provide sequential experiences, which will assist the students in discovering their interests and abilities, and thus furnish them a firm basis for making a wise professional or vocational choice.

The teacher strives to assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher helps the student to feel accepted for individual contributions to the class so that each pupil will have a feeling of accomplishment and security while developing skills. The administrators and the Board of Education serve as liaison personnel to keep parents and the public informed as to the progress, needs and effectiveness of the school system.

The home and the school have a special obligation to help the student develop a feeling of responsibility as a member of our democratic society, as well as to cultivate attitudes which will serve as a basis for loyalty, good citizenship and worthy home membership. Each student should become a part of the total group while developing initiative, sharing the responsibility and learning to respect the rights of others.

Education is a right and a privilege. Any student desiring an education will receive the assistance of all concerned.

REGISTRATION

To enroll a student, we MUST have the following:

- Proof of residency (two forms)
- State issued Birth Certificate (if transferring from another IL school, we will allow 14 days for records to arrive from the other school or we must take legal measures.)
- Immunization records (if transferring from another IL school we will allow 14 days for records to arrive from the other school or we must take legal measures.)
- Completed registration packet

If ALL the above paperwork is in the office before 12:00 noon, the student may start school the following day. If paperwork is turned in after 12:00 noon, the student will not start for 1.5 days.

For example: Paperwork turned in 9:00 a.m. on Monday, start on Tuesday.
Paperwork turned in at 12:05 p.m. on Monday, start on Wednesday.

Bussing may not be available for 48 hours from time registration is received.

RESIDENCY

Students are required by law to attend a school in the district of residence. The basic rule is that a student's residency for purposes of public school attendance in the district in which his parents reside. If a student is not living with parents, the inquiry turns to whether the student is living in another district solely for the purpose of going to school in this other district. If the answer to the inquiry is "yes", then the district of residence for this student who has moved away from the parent's home nevertheless remains that of his/her parents for purposes of entitlement to attend public school tuition free. However, if the reason for the student's living away from the parents is not solely to attend school in another district, then the student is entitled to attend tuition free in that district where he or she actually has a regular nighttime abode. The district has adopted policies and procedures for clarifying residency.

SAFETY INFORMATION

Civil Emergencies – What parents can do in an emergency:

1. Keep school telephone lines open for emergency calls. Do not phone the school.
2. Keep civilian cars out of the area. Keep streets clear for emergency vehicles – police – ambulance – fire department.

Crisis Plans have been developed for each building.
All school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise.

Fire Drills
There will be three fire drills every school year.

Tornado Warning or Other Emergencies
Parents should not send children to school if a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.

SCHOOL VOLUNTEERS

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

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

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

SMOKING POLICY

The School Board prohibits the use of tobacco, vape pens, or e-cigarettes on school property when the property is being used for any school purpose. Tobacco shall mean cigarette, cigar, pipe, vape pens, e-cigarettes, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

STATE AND FEDERAL PROGRAMS

Marengo-Union Elementary Consolidated School District #165 participates in state and federally funded programs to provide instructional services and material to schools. Included in the federal programs are Title 1, Title 2, Title 4-Safe and Drug Free Schools and Communities Act and Title 5. State funded programs include Reading Improvement Program and State Textbook Program. Each program has specific guidelines and requirements for participation. Contact the building principal for more information.

STUDENT RECORDS

The district will maintain two sets of school records for each student: a **permanent** record and a **temporary** record. The **permanent** record shall include: basic identifying information, academic transcripts, attendance records, accident and health reports, information pertaining to the release of this record, honors and awards, and school sponsored activities and athletics. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the district. The **temporary** record may include: family background, intelligence and aptitude scores, psychological reports, achievement test results, including scores on the Illinois Standards Achievement Test, participation in extracurricular activities, honors and awards, teacher anecdotal records, disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another, special education files, verified reports of information from non-educational persons, verified information of clear relevance to the student's education and information pertaining to release of this record.

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record and the information contained in the record for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the District. Upon graduation or permanent withdrawal of a student with disabilities, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

The Building Principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the parent or guardian and/or student shall be given reasonable prior notice when the students' permanent and temporary school records are scheduled to be destroyed and of their rights to request a copy of such records. Student's records shall be reviewed at least every 4 years, or upon a student's change in attendance center, whichever occurs first, to verify entries and correct inaccurate information. The principal of each school or the person with like responsibilities or his or her designate shall take all action necessary to assure that school personnel are informed of the provisions of the Act and this Part, either orally or in writing.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

2. The parent/guardian of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 school days of the District's receipt of such a request.

   Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents/guardians at either one's request, unless a court order indicates otherwise:

   a. Academic progress reports or records
   b. Health reports
   c. Notices of parent-teacher conferences
   d. School calendars distributed to parents/guardians; and
   e. Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction

   When the student reaches 18 years of age, graduates from high school, marries, or enters into military service all rights and privileges accorded to a parent(s)/ guardian(s) become exclusively those of the student.

   Access shall not be granted to the parents/guardians or the student to view confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making confidential letters and statements.

3. The district may grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parents/guardians can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. District shall grant access to or release information from a student's records pursuant to a court order, provided that the parents/guardians shall be given written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

6. The District shall grant access to or release information from any student records as specifically required by federal or state statutes.

7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parents/guardians or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parents/guardians or the eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Superintendent or an official with similar responsibilities in a non-Illinois school in which the student has enrolled or intends to enroll, upon written request from such official.

9. Prior to release of any records or information under item 5, 6, 7, and 8, the District shall provide prompt written notice to the parents/guardians or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other person, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents/guardians or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

11. The District shall grant access to or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a judge of the circuit court and member of the staff of the court designated by the judge; (b) parties to the proceeding under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health services to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officer and prosecutor; (h)adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individual authorized by court.

12. The District shall grant access to or release information from student records to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
    a. The committee member is a state or local official or authority.
    b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without prior written consent of the student's parents/guardians.
    c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
    d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act

13. Any policies of the school relating to school student records that are not included in the Act or this Part, including any policy related to the collection of biometric information as permitted under Section 10-20.40 or 34-18.34 of the School Code.

14. The District charges $.35 per page for copying information in the student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

    A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parents/guardians or eligible student, records custodian, or other person. The record of release shall include:

    a. Information released or made accessible.
    b. The name and signature of the records custodian.
    c. The name and position of the person obtaining the release or access.
    d. The date of the release or grant of access.
    e. A copy of any consent to such release.

Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has: the right to present evidence and to call witnesses; the right to cross-examine witnesses; the right to counsel; the right to written statement of any decision and the reasons therefore; the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parents/guardians may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

STUDENT TEACHERS

Marengo-Union Consolidated School District #165 participates in a teacher training program with several universities. College students receive training as student teachers in a regular classroom situation and the children benefit by receiving more individual assistance from the two teachers.

SUSPENSION AND EXPULSION POLICY

(See definitions on page 23)

A certified teacher may remove a student from the classroom for disruptive behavior and may use reasonable force as needed to maintain safety for other students.

In the case of major disciplinary infractions, designated school personnel are authorized by the School Code to suspend students, either in school or from school, and the Board of Education is empowered to expel pupils from school under Section 10-22.6 of the School Code of Illinois. Marengo-Union Elementary Consolidated District #165 adheres to these provisions of the School Code in all suspension and expulsion practices.

The school district may prevent a student from attending school and/or participating in school activities until an appropriate evaluation of the student is conducted by certified professionals (such as psychologists, psychiatrists, social workers) to determine whether or not it is in the best interests of the student and/or school for the student to attend school and/or to participate in school activities.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. Consideration of expulsion in individual cases may be postponed, if the parents and student offer an alternative educational program acceptable to the School Board, and the Board in its sole discretion deems such program to be in the best interest of the student and the school accepts such program.

Upon a petition made to the School Board showing extraordinary reasons for re-admission, the School Board, in its sole discretion, may reduce the length of an expulsion and/or provide for conditional re-admittance including conditional re-admittance, which extends beyond the length of an expulsion.

Corporal punishment shall 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, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Video cameras may be used on District property and busses to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of State law and Board policy shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Weapons - A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for at least one (1) calendar year, but no more than two (2) 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" includes, but is not limited to: possession, use, control, or transfer of any gun, rifle, and 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, any other object capable of causing bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens are considered weapons if used or attempted to be used to cause bodily harm.

The following procedures for implementing the District's suspension and expulsion policy have been adopted by the Board.

DUE PROCESS FOR STUDENTS

1. A student shall receive information about the online Parent/Student Handbook within fifteen (15) days after the beginning of the school year or when entering school during the school year.
2. The adopted School Board rules, guidelines, and procedures for elementary and middle school are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized administrator shall attempt to confer with a student who is being considered for disciplinary action before any action is taken and the student shall be afforded an opportunity to respond to the administrator.
4. A written record of the event must be made.
5. The District reserves the right to contact the Marengo Police Department about said incident at their discretion.

If, in the opinion of the administrator, a student is an immediate threat to school personnel, students or school property, or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as set forth in the above statements. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents or guardians. This notice may also be given in person to the parents or guardian if they remove the student from school. This notice shall request the student to attend a conference called by the administrator as soon as possible after the notice is received.

Failure to attend shall constitute a waiver of such conference. The parents or guardian shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

SUSPENSION NOTIFICATION

1. If the disciplinary action results in suspension, the parents or guardian of the student shall be advised immediately of the decision by mail.
2. This notice shall include:
    a. The duration and dates of the suspension.
    b. A notification of the reasons, which warrant such action.
    c. A statement of the parents or guardians' rights to review the action with the School Board or a hearing officer appointed by the Board.
    d. A statement that a failure to request a review within ten (10) days after receipt of notice or eight (8) days after mailing date, whichever is first, shall be deemed a waiver of the right of a review.
3. A request to review the suspension proceedings should be written, and made to the Superintendent's Office. If a request for review of the suspension is made within the time limit, the parents or guardians of the suspended student shall be given written notice of the place and time one (1) week prior to the review with the School Board or its hearing officer. This notification to parents shall include a copy of the Procedures for the Suspension/Expulsion Hearing.
4. The Superintendent shall be notified of all student suspensions by the school administrator who shall forward a copy of the parental notice of the suspension to the Superintendent.

PROCEDURES FOR EXPULSION

1. In the event that expulsion is to be considered by the Board of Education, the parent or guardian shall be advised immediately of the expulsion hearing by certified mail, return receipt requested, and be requested to appear at the hearing to discuss their child's behavior.
2. The expulsion notice shall include:
    a. The reasons for the proposed expulsion.
    b. The possible maximum duration of proposed expulsion.
    c. The place and time of the expulsion hearing.
    d. A notification of the right to be represented by an attorney at the proposed expulsion hearing.
    e. A copy of the Procedures for Expulsion.

PROCEDURES FOR SUSPENSION/EXPULSION HEARINGS

1. A suspension or expulsion hearing/review shall be conducted by the School Board or a hearing officer, appointed by the School Board. If a hearing officer is appointed, he/she shall report to the Board a written summary of the evidence heard at the meeting.
2. The student and parents may attend the hearing and may be represented by an attorney or other appointed party.
3. The hearing may be held without the student or parents present if the administrator has proof the parents received notice of the proposed hearing.
4. After its hearing or upon receipt of the written report of its hearing officer the School Board may take such action as it finds appropriate.
5. If the School Board deems a suspension was unjustified or that an expulsion is not warranted, a student's records will be purged of any remarks or reports of the action taken with respect to such suspension or proposed expulsion. Any student absence related to the action taken shall be excused and the student will be afforded an opportunity to make up any work or tests missed.
6. All decisions of the School Board shall be final.

MISCONDUCT BY STUDENTS WITH DISABILITIES

The District shall comply with the provisions of the Individuals with Disabilities Act (IDEA) when disciplining students. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

The practices and policies developed and approved by the District Special Education staff for behavioral interventions and for discipline of special education students will be used by the District to meet the requirements of this act. Copies are available upon request by parent(s)/guardian(s).

TEXTBOOK LOAN INFORMATION

Student textbooks are available in the resource section of the Marengo Public Library. These textbooks may not be checked out.

Student textbooks may be available to be checked out by parents from the MCMS/Grant library center. The need for this will be determined by the school principal in collaboration with teachers and parents. A deposit fee will be required and will be determined based on the number of textbooks requested. If a parent wishes to purchase a set of textbooks to be kept at home the school will provide parents with an accounting of the costs.

Students will return textbooks to the library on a determined date at the end of the school year. The principal will determine damage costs and/or fines for lost or damaged books.

TRANSPORTATION NOTICE TO PARENT/GUARDIANS

Parents and/or legal guardians who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at rates set by the government per mile.

If you can answer yes to the following questions for the 2020-2021 school year, you may be eligible to receive reimbursement for providing such transportation.

1. Will the pupil be under the age of 21 at the close of the school year?
2. Is the pupil a full-time student in grades Kindergarten through 12?
3. Does the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
4. Does the pupil attend a school within Illinois, which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
6. Did the pupil not have access to transportation to and from school provided entirely at public expense?
7. Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answer yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2020 to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2021.

In addition, parent/guardians who have pupils living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside except parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street, Springfield, Illinois, 62777. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2021, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information. Parents who received verification of safety hazard during and after the 2020-21 school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

Bussing Information

The state law provides transportation for a student who lives 1 ½ miles or more from the designated school. The school bus stop can be up to 1½ miles from the student's home. Bus stops will be determined on the basis of safety, efficiency, and the number of students to be transported from a given area. Students must be at their designated bus stop 5 minutes prior to their designated bus pick up time. Transportation changes made after August 1st will be handled in a timely manner. If you have any questions, please call or come to the school as soon as possible.

Parents, please be advised that routes are subject to change for safety reasons or the addition of new students. If a route changes that involves a time factor that increases or decreases route time pick-ups or drop-offs, that parent will be called.

Any transportation arrangements made for your child are in effect every day without any variations**.** Students must be picked up or dropped off at the same address 5 days per week; split plans are not permitted. Students are to ride their assigned bus only. Students are not permitted to get on or off their assigned bus at a bus stop other than their designated bus stop. A parent MUST contact the transportation department, **(815) 568-0778** a minimum of **48-72 hours** in advance, to schedule a permanent change in pick-up or drop-off for their child. Principals, teachers, and bus drivers do not have authority to make transportation changes. Emergency changes will be considered on an individual basis, based partly on the capacity of the bus. Parents should have an alternate plan for emergencies. It is important that parents inform the transportation office of any change of address, and home or work phone numbers that could be used for emergency purposes.

The school rules regarding student behavior are also in effect on the school bus. School bus behavior rules are reviewed with all students along with the discipline procedures for breaking the rules.

Use of Video Cameras on School Busses

Video cameras may be used on school busses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with legitimate educational or administrative purpose will be the superintendent, building administration, transportation director, *IT*, bus driver, and 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.

Babysitter/Daycare Policy

The following conditions must be met to provide transportation to a daycare provider.

1. Student must be eligible for transportation.
2. The daycare provider is on an existing bus route.
3. Bus capacity allows.

The transportation department must have the daycare provider's name, address, and phone number for emergency purposes.

Traffic at School

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when busses are loading or unloading.

WELLNESS POLICY

Belief Statement

The Board of Education of Marengo-Union Elementary Consolidated School District 165 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. It is our goal to help equip the students by encouraging life-long positive health habits.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all food available during the school day.

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight - a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

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 your building principal:

Suellen Lopez	Cheri Heinz	Tracy Beam
Locust Elementary School	Ulysses S. Grant Intermediate School	Marengo Community Middle School
(815) 568-7632	(815) 568-7427	(815) 568-5720

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.

Healthful Food and Beverages for School Functions

At any school day function where food is served, healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines are listed below. These items shall be pre-packaged from the store. No homemade treats are to be brought to school to be shared with other students. No energy drinks or soda is allowed.

- Fresh fruit wedges- cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Fresh fruit - nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Cereal
- 100% fruit or vegetable juice boxes
- Dried fruits- raisins, cranberries, apples, apricots, etc.
- Single-serving applesauce or canned fruit in juice
- Party mix (variety of cereals, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (ranch, onion, bean, etc.)
- Muffins or cookies, granola bars, graham crackers and fig bars
- Mini bagels
- Non-refrigerated pudding cups
- Individual bottled water
- Popcorn
- Fruit or cereal bars, animal crackers, flavored mini rice cakes and English muffins
- Fruit snacks

• Cheese & cracker packs
• Jell-O cups
• Graham crackers
• Fresh vegetables with dip or yogurt dip
• Animal crackers
• Yogurt
• String cheese or cubed cheese

Birthday Treat Options

• Pencils
• Donate a book to the class
• Donate a game to the class
• Donate a ball to the playground

WITHDRAWAL OF STUDENTS

Any student transferring must have a transfer form showing grade assignment, address and reason for withdrawal. The transfer form may be obtained from the school office. All unpaid student fees for materials, lunches, lost books, etc., are to be paid before the last day of attendance. Failure to meet these obligations may delay the transfer of records to the new school. Please notify the school a few days in advance of the last day the student will be in attendance.

Student/Parent Handbook Section

STUDENT BEHAVIOR / DISCIPLINE

GENERAL STUDENT RESPONSIBILITIES

1. To become informed of and adhere to *the* rules and regulations established by the Board of Education and implemented by school administrators.
2. To respect the rights of every student, staff, teacher, *school/classroom volunteer*, and school administrator.
3. To refrain from obscenity, libel, and slander in verbal and written expression and gesture.
4. To be dressed and groomed in a manner that meets reasonable standards of health, cleanliness, and safety.
   a. Undergarments should be worn only as undergarments.
   b. See-through clothing should not be worn.
   c. Revealing clothing is unacceptable. (General guideline: halter tops, bare midriffs, plunging neck lines, tops with straps less than 2" wide. Shirts/blouses are acceptable if the bottom of the shirt reaches the bottom of the beltline of the slacks, jeans or skirt. Skirt and short bottoms must be closer to the knee than the waistline.) Extracurricular activities (including dances and promotion ceremony) must follow dress code.
   d. Boys' pants should be worn at waistline.
   e. Head gear (including hats, sweatshirt hoods, *and* bandanas, which is disruptive to the learning environments or interferes with learning), coats and sunglasses are not to be worn in the building. These articles should be kept in student lockers.
   f. Obscene words, phrases, or pictures on clothing are prohibited.
   g. Advertisements for alcohol, tobacco, guns, or drugs on clothing are prohibited.
   h. Reference to and/or pictures of guns on clothing are prohibited.
   i. Clothing which has been purposely torn must have holes covered that are above the longest fingertip when arms are hung at side.
   j. Pajamas are not appropriate school apparel.
   k. Dress and/or personal appearance, which are deemed to be disruptive to the learning environment, will not be permitted.
   l. Gym shoes should be tied and fit properly for the safety of the student.
   m. Proper footwear is required for recess.
   n. P.E. uniform is to be worn daily during P.E. This consists of black shorts and a P.E shirt as selected by the district and purchased at school.
   o. Chains are not to be worn as part of the clothing.
   p. If there is any doubt about dress and appearance, the building administration will make the final decision.
5. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others, may be subject to discipline.
6. To be on time for school and classes.
7. To refrain from disobedience, misconduct, or behavior that disrupts the educational process.
8. To maintain the best possible level of academic achievement. According to Writing Research Reports, a handbook that is part of our writing textbook, "Plagiarism is the act of intentionally or unintentionally presenting work done by someone else as though it were your own." Plagiarism/cheating will result in a zero on the assignment and the appropriate disciplinary action according to the school discipline code.
9. To respect the reasonable exercise of authority by school officials in maintaining discipline in the school and at school sponsored activities.
10. To do homework every day and ask for help when needed.
11. To read at least 30 minutes every day outside of school time.
12. To give the responsible parent/guardian of the student all notices and information received by students from school every day.

RESPONSIBILITIES IN SPECIFIC AREAS

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. 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.

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

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

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.

Attendance

Attendance will be handled as per state code and Board Policy.

If a student misses four (4) or more consecutive days, a note from the doctor is required for the days to be considered excused. If a doctor's visit cannot be made, you may bring your child to the school nurse for an evaluation, or other verification.

There is a strong correlation between punctual and regular student attendance and academic achievement. Please help us improve our student attendance rate by coordinating your vacations with our school calendar and by making sure your child is in school except for illness, observance of religious holidays, or special family emergencies.

To ensure the safety of all students, parents are expected to phone the school by 7:45 a.m. to notify school personnel of their child's absence. If any student is absent from school, and there is no record that the absence has been authorized by the parent, legal guardian, or other person having legal custody of the child, a district employee shall make a reasonable effort to notify the parent, legal guardian, or person having legal custody of the child. This notification of the child's absence from school should occur within two hours after the first class in which the child is enrolled. School personnel will telephone parents/guardians using the numbers given to the school.

When it is necessary to leave school during the day, the following procedures should be followed:

1. Parents should call the office or send a note indicating the time and reason for leaving.
2. When the parent signs the student out in the office, the student will be called to the office.
3. If the student returns to school during the day, they must check in with the office upon returning.

The Illinois School Code (Section 26.2A) does NOT grant parents the authority to excuse their child from attending a class or the entire school day. The school is responsible for determining whether or not an absence is excused or unexcused.

Students entering the building late are to report to the office for a tardy pass. Excessive tardies are reported to truancy officers at the ROE.
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 reside, 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 two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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

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~~(s).

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

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.

Make-up work

It is the responsibility of the student to find out from the teacher what work needs to be made up. Students will receive two days for each day of excused absence to turn in make-up work, except for tests and assignments announced prior to the absence, which are to be completed on the day the student returns to school.

Requests for teachers to assemble make-up work will be arranged for students who are absent two or more consecutive days. If requesting homework, please make the request when calling the student in absent. No credit will be given for unexcused absences.

A student who is absent 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.

Bus Behavior

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 transportation director.

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

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

1. Be at your bus stop five (5) minutes before scheduled pick-up time.
2. Stay off the road at all times while waiting for the bus.
3. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
4. Enter and exit the bus only when the bus is fully stopped.
5. Do not leave your seat at any time.
6. In the event of emergency, stay on the bus and await instructions from the bus driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
8. Use emergency door only in an emergency.
9. Carry no pets or animals on the bus.
10. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
11. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
12. Keep the bus neat and clean.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
14. Parents will be liable for any defacing or damage students do to the bus.
15. 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.
16. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at a discharge point. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions, and then wait for a signal from the bus driver allowing you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. The bus driver is in complete command of the bus at all times and has the right to enforce all bus regulations. He/she may also issue any other instructions, which he/she deems necessary for efficient and safe operation of the bus.
21. Inappropriate bus behavior and all actions, which could endanger the safe transportation of students, will result in suspension of transportation privileges. The Board of Education authorizes the building principal or assistant principal to suspend students from the school bus.
22. No eating, drinking or gum chewing.
23. Absolutely **NO** talking/noise of any kind at Railroad Crossings.
24. All school rules apply while on the bus, at a bus stop, or waiting for the bus.

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.

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.

Cell Phone Usage on the Bus

Students may use cell phones on the bus. The use is restricted to:

1. Listening to music with earbuds.

Cell phones should be kept in their backpack (can be on vibrate). If a cell phone is taken from a student for calling, texting, or listening to music without earbuds or other distracting actions, the cell phone can be returned to the student as they exit the bus or it will be returned to the Transportation Director or Building principal if this is the third (or greater) offense. **No cell phone camera/video use is permitted at any time.**

For questions regarding school transportation issues, contact: Tracy Beam at **(815) 568-0778**.

Building Rules

1. District 165 is not responsible for personal items brought to school. (i.e. baseball cards, trading cards, large sums of money, toys or playthings, etc.)
2. Electronic devices (i.e. games, MP3 players, cell phones, CD players, etc.) must be kept in the student's hallway lockers and turned off. Per semester if a device/phone is taken; the first and second times it will be returned to the student after advising them about the policy. The third time a parent/guardian must pick up the phone. Fourth offense, the student will be required to turn in the phone to the building secretary as they come into school. It will be returned to the student at the end of the day.
3. No student may leave the school grounds without permission from the office.
4. No loud talking, loitering, or running is allowed in the hallways.
5. No one may be in the halls between classes without a pass.
6. No loitering is allowed in restrooms.
7. No inappropriate public displays of affection are allowed. (i.e. hugging, kissing, holding hands, etc.)
8. No hats may be worn in the building.
9. No outerwear may be worn in the classrooms.
10. Book bags must be left in the lockers.
11. No personal contact that can cause injury or tear clothing is allowed.
12. The family pet is not allowed at school. Parents will be called if the family pet follows the student to school. No live animal should be brought to school unless approved by school personnel.
13. The school cannot be held liable for lost or stolen items. Parents are requested to label all coats, books, hats, PE uniforms, etc. with their child's full name. Lost clothing and books may be found in the lost and found box. Unclaimed items will be donated at the end of each quarter. Students and parents are encouraged to check the lost and found.
14. The building phones should be used on an emergency basis only and students need permission from a staff member or the office personnel to use them.
15. There will be no bottles, jars or aerosol spray cans. Hair care products, aerosol deodorant sprays, breath spray, breath mints, shaving cream, cologne/perfume sprays, and mouthwash, etc. should remain at home. Lighters are not allowed at school.
16. Gum chewing is not allowed in the classroom.
17. Any student not in attendance at least one-half day of school; or who served a before or after school detention; or in ISS the day of an activity, are not permitted to participate in or attend any extra-curricular student activities without prior approval by the building principal or their designee.
18. No energy drinks or soda allowed.

Playground Rules

1. Students are to play in designated play areas.
2. Physical play, which can cause injury or tear clothing, is not permitted (for example: no "pig slaughter", tackle football, snowball throwing, "king of the hill", etc.).
3. Do not re-enter the building at recess time or lunchtime without permission.
4. Stop all play when the bell rings and report to your class as scheduled.
5. No fighting.
6. Living in Illinois requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Watch/Listen to local weather reports and help your child dress according to our guidelines below. Guidelines for outside recess (all are "feels like temps").
    a) Consistent temperatures throughout the day of 40 degrees and below - winter coat (no shorts)
    b) Consistent temperatures throughout the day of 41-54 degrees - jacket or sweatshirt (no shorts)
    c) Consistent temperatures throughout the day of 55 degrees and up - student choice (shorts okay)

School Lunch Room Rules

1. **Video and audio cameras may be active in the Cafeteria/Multi-Purpose area to record student conduct and may be used for the purposes of investigation into misconduct or accidents.**
2. Pick up your lunch in an orderly manner without pushing or shoving.
3. Refrain from throwing objects (caps, straws, paper, food, etc.).
4. Avoid excessive or loud talking.
5. Practice good table manners.
6. Do not disturb others.
7. Pick up your eating area and discard litter properly.
8. No energy drinks or soda allowed.
9. No ordering or delivery of restaurant meals. These may be packed in a lunch brought to school but may not be delivered during the day.
10. Any visitation to have lunch with a student must be pre-arranged with administration and for a specific reason.

FORMAL DISCIPLINARY PROCEDURES

Detentions
Requiring a student to serve time after, during or before school will be given by teachers and served with the building principal or designee. The teacher will determine the amount of time served. Prior notice must be given to the parent/guardian for detentions to be served outside of regular school hours. Students refusing to comply with teachers will be dealt with by the administration.

Definition of Suspension
Suspension is an exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) days. The School Board authorizes the building principal, and their designee, to suspend a student for gross disobedience or misconduct. See page 13 for procedure.

Definition of Expulsion
Expulsion is an exclusion of a student from school and/or denial of educational services, which the student would otherwise be entitled, for a period of more than ten (10) school days. The School Board is the authorizing body for student expulsion. See page 13 for procedure.

GROSS DISOBEDIENCE OR MISCONDUCT

Student Discipline
Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing or selling tobacco or tobacco paraphernalia on school grounds is strictly prohibited. Students in violation may be subject to an Out of School Suspension of 1-10 days. For under-age students, the police will be notified. Electronic cigarettes or vapor pens of any type will be treated in the same manner as regular tobacco cigarettes or other tobacco products.
2. Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs or drug paraphernalia. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) 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 or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
4. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. 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.
5. Using, possessing, controlling, or transferring a weapon. A “weapon” includes, but is not limited to, possession, use, control, or transfer of any gun, rifle, shotgun, and any other object capable of causing bodily harm, including but not limited to, knives, brass knuckles, billy-clubs, or “look alike” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.
6. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal or his/her designee. Electronic signaling devices include pocket and all similar electronic paging devices.
7. Using or possessing a camera/recording device unless under a staff member’s supervision and in the context of instruction.
8. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
9. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
10. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
12. Unexcused absenteeism will be handled according to State Code and Board Policy. Excessive absences will be referred to the truancy officer.
13. Being involved with any public school fraternity, sorority, or secret society, by
    a. Being a member,
    b. Promising to join,
    c. Pledging to become a member, or
    d. Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Involvement in gangs or gang-related activities, including the display or drawing of gang symbols or paraphernalia.
15. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

16. Gross and/or repeated ~~I~~insubordination/disrespect.
17. Excessive tardies.
18. 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.
19. 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 or, sexually implicit language, through the use of a computer, electronic communication device, or cellular phone.
20. Inappropriate contact such as swatting derrieres, brushing against another, hugging, kissing, or other contact inappropriate for school.
21. Hacking into or changing commands within the computer system.
22. Using or possessing an explosive device of any kind.
23. Bullying or intimidation via social media is prohibited. 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.
24. Researching inappropriate material on school grounds and/or using the school network.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

These grounds for disciplinary action, including those described more thoroughly later in this policy apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Bullying Prohibition and Prevention

The State of Illinois and Marengo-Union District 165 have taken a strong stand against bullying in our schools. District 165 strongly supports their policies and is working to eliminate bullying and harassment in all forms within our school in order to provide a safe and secure school climate so that all students may learn.

As part of the Anti-Bullying Education Program in District 165 it is important that all members of our community are aware of school policies including what bullying looks like. All students and their parents/guardians should read the policies below.

Bullying is a form of harassment. For the purpose of this policy, bullying is defined as:

- The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possession.

Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior in District 165 and is prohibited.

Students who engage in any act of bullying while at school, through the internet, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that is or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator or a social worker. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Disciplinary Measures

Disciplinary measures may include:

1. Seizure of contraband.
2. Disciplinary conference.
3. Withholding of privileges.
4. Removal from classroom.
5. Notification of parent(s)/guardian(s).
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure.
9. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, assault, gang-related activities, etc.
10. In School Suspension for a period not to exceed 10 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Suspension from school and all activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

A student who is subject to ISS, suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall 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 other students, school personnel, or other persons, or for the purpose of self-defense or the defense of property.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or ISS, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

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

GUIDELINES FOR MAINTAINING GOOD STUDENT CONDUCT

Teacher Control

Authority for discipline in the Marengo-Union School District derived from the Illinois School Code, Section 24-24.

Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Learning Condition

To a large degree, teacher actions, attitude and ability set the mood that determines whether or not the classroom environment is conducive to learning. It must be quiet enough for all participants in the classroom to hear and understand the material being presented. The atmosphere must be such that students can concentrate on the topic being learned. Activities must be conducted in an orderly manner. The teacher's role as instructor and disciplinarian are not mutually exclusive; rather, good instruction often alleviates many discipline problems. Student classroom placement is at the discretion of the administration.

Homework

Homework should supplement and reinforce what has been taught in the classroom. Some pupils may need added practice in the basic skills taught. For other pupils, homework is a means for enriching school activities started in class. Pupils who have fallen behind because of absence may need homework to catch up with the class.

Parents are strongly encouraged to assist by providing a quiet place for study, by showing an interest in homework, and by encouraging the child to assume the responsibility for his/her work. Homework assignments should be written in the students' agenda on a daily basis. Homework is the responsibility of the student and is due at the time the teacher requests or it will be recorded as a zero. Teachers are not obligated to accept any late work.

Remove from Class

Teachers recognize their responsibility for the maintenance of discipline within the classroom. When the seriousness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom a cause of disruption of the educational process of the entire class, a teacher may send a student to the principal's office with a written notice of the offense.

The building principal, or his/her designee, will take whatever steps necessary to solve the problem. Should the decision include re-admittance of the student to the class, the teacher will be notified of the conditions under which re-admittance of the student is granted.

When a student is placed in an In School Suspension (ISS) the student is isolated from the rest of the school population, including lunch and recess time. Credit will be given for class assignments and examinations completed during the ISS.

Positive Behavior Intervention System (P.B.I.S.)

PBIS is a powerful, innovative program designed to promote and recognize academic achievement in school~~s~~ and community involvement. PBIS seeks to involve not merely students, faculty, and staff of a school but the parents and community members as well. PBIS helps students experience the true joy of learning, recognizes educators as dedicated and valued professionals, and increases the involvement of parents and businesses.

HEALTH SERVICES

Accident or Illness

It is vital that parent(s)/guardian(s) communicate with the health staff regarding chronic illnesses in order to provide for optimal learning. It is advisable to update health information to the school nurse annually. School personnel may administer minor first aid. Students with fevers should remain home until they are fever free without medication for 24 hours. It shall be the responsibility of the parent(s)/guardian(s) to contact a doctor or take the child to the doctor's office or the hospital.

In the event of serious illness or injury, the rescue squad will be called immediately and the parents notified. The parent(s)/guardian(s) shall be responsible for payment of medical or hospital fees.

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 Building Principal or nurse. 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.

Communicable Diseases

The district reserves the right to exclude children with symptoms of a potentially communicable disease, in accordance with public health regulations. Please notify the district if your child is diagnosed with an illness.

Excuses from Physical Education and/or Recess

A note from a physician is needed if a student is to be excused for more than two consecutive classes/recesses. Students who need to be excluded or have limited physical education must also present a signed note from a physician stating the duration of the restriction. If your child requires crutches, braces, splints, or wraps of any kind, a Doctor's note is to accompany the use of these items in school.

Examination/Immunizations

All students entering preschool, kindergarten and sixth grade are required by Illinois School Code to have a physical examination as well as required immunizations on file. Students who have not complied with the above will be excluded until records are on file. (Policy 720.16) New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by 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.

Dental exams are now required for all kindergarten, second and sixth grade students. Proof of examination must be submitted by May 15th of the school year. Failure to comply will result in withholding of the student's report card.

Students new to the district must also have physicals, dental, and eye exams and immunizations on file in compliance with the Illinois School Code.

A vision examination is required for all kindergarten students or students entering any grade for the first time of any public, private, or parochial elementary school. This includes first time students, former home-schooled students, and out-of-state students. Report cards will be held if eye exams are not turned in.

Parent(s)/guardian(s) objecting to immunizations due to religious reasons must have a religious exemption form signed by a physician on file at the school. This form is required for all students entering kindergarten, sixth or ninth grades when parent(s) or legal guardian(s) are requesting a religious exemption on or after October 16, 2015. This form also must be submitted to request religious exemption for any student enrolling to enter public, charter, private or parochial preschool, kindergarten, elementary or secondary school on or after October 16, 2015. If there is an outbreak of a contagious disease, the child will be excluded from school and the length of exclusion will be determined by the McHenry County Health Department.

Medication Administration

The following policy applies to all medicine:

A doctor's order is required for prescription and non-prescription medication. Non-prescription medications are those that can be obtained over-the-counter without a prescription from a licensed prescriber.

If at any time during the school year your child needs to take medication during school hours, the following procedure must be followed:

1. Obtain a medication authorization form from the office.
2. Have your PHYSICIAN complete the form.
3. Bring the completed form as well as the medication in its original container to your child's school nurse's office. The student's parent(s)/guardian(s) will be responsible for delivering and removing all medication to and from school. Children are not permitted to have medication in their possession to and from school. The health staff or administrator will give out medication as needed. The student must come to the nurse's office at the appropriate time. 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.
4. The health staff or administrator will give out medication as needed. The student must come to the nurse's office at the appropriate time.
5. The medicine will be kept locked up at all times.
6. If any medication is remaining at the end of the school year, parents need to pick it up by the last day of school or it will be disposed of properly.
7. If you provide asthma medication for your child to have at school, please include an Asthma Action Plan from your physician along with orders to give the medication at school. No inhalers or nebulizer treatments can be given unless there are doctor orders on file at the school.

Any student that may require injections, such as insulin, needs to have arrangements made with the nurse. Needle disposal boxes are located in the nurse's office.

The school administration reserves the authority to modify or forego certain disciplinary actions based on the student's medical condition and/or psychotropic drug therapy.

Pediculosis (Head Lice)

Families are responsible for ensuring that their students come to school free from communicable infestations. This includes monitoring and treating their children for lice. The health staff will exclude students from school who have symptoms of an active lice infection. Excluded students will not be allowed on the bus or into classes until the hair has been appropriately treated and the school nurse determines that they do not pose a significant risk of infecting others.

Vision and Hearing Screening

A Vision & Hearing screening is conducted annually as mandated by State Law for the following: Vision – Pre-K, K, 2nd, and 8th grades. Hearing – Pre-K, K, 1st, 2nd, and 3rd grades. In addition, a vision and hearing screening is done on new students to the school and all special education eligible and referred children.

Vision screening is not a substitute for a complete 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 permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report for your child is not on file at the school, and your child is in the mandated age/grade/group, he/she will be screened.

KINDERGARTEN ENROLLMENT

Children are admitted into the school district if they are five (5) years old on or before September 1. Birth certificates must be presented at the time of registration.

LIBRARY PROGRAM

The Libraries offer a wide variety of materials for students and staff use. Students will find fiction, non-fiction and reference materials. The libraries are also equipped with computers and Internet access, to be used as a resource for our students and staff. The MCMS/Grant Library center is open daily M-F from 7:15 a.m. – 2:30 p.m. The Locust Library center is open daily M-F from 8:00 a.m. – 3:15 p.m.

Policies/Fines

Students are expected to pay levied library fines and the current cost of damaged and lost materials. 1st – 8th grade students are charged $.05 for each school day past the due date. Students are not charged for days the library is closed. If a student does not return a book or pay for replacement of the book within the set policies of each library, privileges may be denied. A pass from a teacher is required when a student needs access to the library during the day. No materials may be taken out of the library unless they have been properly checked out of the library. Students may NOT check out books for other students.

MARENGO / UNION CONSOLIDATED SCHOOL DISTRICT 165
CONCUSSION POLICY
PRE K – 8TH GRADE

Purpose:

This policy provides for the implementation of Illinois Public Act Law 99-0245 Youth Sports Concussion Safety Act. The policy applies to all students who participate in any athletic activity. This policy provides the procedures and protocols for District 165 in the prevention and management of sports related head injuries within the District. Review and revision of this policy is required annually.

Definition of Terms:

Head Injury means a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial lacerations alone are not a head injury.

Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Pre-participation Requirements and Training

Concussion prevention and informational literature will be required for all students/parents to acknowledge receiving and understanding prior to practice or competition. The following persons will complete the online concussion training program every other year:

Administrators
Coaches and Advisors
Certified Athletic Trainers
Volunteers as Assigned
District Physician
School Nurse
Athletic Director
Game Officials

This requirement may be met by completing the approved free online programs at www.IESA.org. A certificate of completion is required to be turned into the Athletic Director prior to practices starting.

Game Officials must also provide training verification to each location they officiate.
The Athletic Director will keep all certificates and signed acknowledgements for 3 years.

Additional Parental Requirement:

If a student sustains a head injury or concussion during the season, but not while participating in a District 165 event, the parent will notify the Health Office and provide required medical evaluation documentation and clearance to return to play.

Exclusion from Play

Any student will immediately be removed from play during practice or competition if:

The student sustains a head injury or suspected concussion or
The student exhibits signs and symptoms of a concussion or loses consciousness, even briefly.

Designated individuals who may pull a student out from play include:

School Administrator
Coach or Advisor
Physician / School Nurse
Game Official
Certified Athletic Trainer
Student's Parent/Guardian

The coach will communicate the nature of the injury directly to the parent in person or by phone immediately after it occurs. The coach will also notify the Health Office and Athletic Director within 24 hours and provide details of the injury.

Return to Play

The student may not return to the practice or competition until medically evaluated and cleared by a physician. Written evaluation and clearance must be submitted to the Coach/Health Office.
A Return to Learn / Return to Play Protocol will be used in conjunction with Physician orders and direction. Students must be symptom free and medically cleared in order to return to play. A written order must be obtained to verify a child being medically cleared. This order may be written by a Licensed Physician, Licensed Physician Assistant, Licensed Certified Athletic Trainer or a Licensed Advanced Practice Nurse. The Health Staff will update the staff working with the child on any restrictions. All medical notes will be kept in the student's school medical file.

A detailed Emergency Action Plan will be written and posted in plain site near the Automatic External Defibrillators at both buildings. This will include actions to take for emergency situations.

REPORTING STUDENT PROGRESS

Reporting student progress is an important task for teachers. The purpose is to keep parents and students informed. Student grades are based on performance in the classroom, daily work, projects, classroom tests, etc.

PreK-Grade K	Grades 3 – 8							
PreK and Kindergarten Report Card/Parent Report: Both PreK and Kindergarten use an Individual Development Tool to observe, document and report student progress in several critical learning areas. Observations take place during the school day as preschool and Kindergarten students go about their daily routines of learning and playing in the school environment. Teachers then use the observations to place each child's abilities on a learning pathway – or developmental scale – and then share the results with families. Reports are sent home in October, February and May. <u>Grades 1-2</u> Evaluation Criteria: 3 = produces work that exceeds expectations 2 = produces work that meets expectations 1 = produces work that does not meet expectations	A+	=	100	13 pts.	C	=	76-74	6 pts.
	A	=	99-94	12 pts.	C-	=	73-70	5 pts.
	A-	=	93-90	11 pts.	D+	=	69-67	4 pts.
	B+	=	89-87	10 pts.	D	=	66-64	3 pts.
	B	=	86-84	9 pts.	D-	=	63-60	2 pts.
	B-	=	83-80	8 pts.	F+	=	59-57	1 pt.
	C+	=	79-77	7 pts.	F	=	56 - below	0 pts.

All subjects, including exploratories, determine grade point averages. PE and exploratories are worth .25 credits per quarter.

Honor Roll Guidelines for Marengo Community Middle School:
High Honor Roll – 10.6 average, with no D's or F's
Honor Roll – 7.9 average, with no D's or F's

Promotion Requirements

The date of the 8th grade promotion ceremony will be set after the threat of snow days has passed. Students that owe the School District money (i.e. school fees, missing/damaged books, missing PE locks, etc.) will not be allowed to participate in the promotion ceremony. Students owing money will not receive the end of the year report card until all outstanding balances are taken care of.

Reporting Periods

Grade reports will be sent home per student calendar.

Retention

Students that do not achieve a *2.5* grade point average **by the end of the 3rd quarter** on a 13-point system could be retained unless they complete 90 hours of an academic plan that could include Edgenuity, Summer School, or another instructional platform.

SCHOOL LUNCH AND BREAKFAST

Breakfast will be offered daily at a cost of **$1.50**. Students may purchase their lunch or bring lunches from home and purchase milk. The District provides a lunch program on a daily basis. Student price for lunch/milk is $3.05 and milk only is **$.50**. The cost to replace an I.D. card is $3.00 for the first replacement card, $5.00 for the second replacement card and $10.00 for any subsequent cards. Students will pay for meals through a debit card system. Please be diligent in checking your child(ren)'s meal balance to avoid repeated notices of delinquency.

Any student/family with a negative balance/debt regardless of their lunch eligibility status (Free/Reduced included in this policy) will not be allowed to purchase a separate milk (cold lunch) or a second milk until their negative balance/debt is made good. Students that are qualified for free meals will not be denied a meal, but will be denied the separate purchase of milk if the account is negative. Payments must be made to the District until the debt is cleared up.

District 165 utilizes **a family** breakfast/lunch account system. Family members, regardless of the building the student attends, will share **one** account. MCMS, Grant, and Locust students will use ID cards to access their family account. MCMS and Grant students may also manually enter their student ID number. We will notify parents/students when funds are running low. Families undergoing severe financial hardship may obtain an application for free and reduced student lunches by calling the school office and by filling out the appropriate application. We highly recommend that all families in the district fill out the new lunch application each school year, they only carry over for a 30-day period once school starts each year. **We are not connected to the Marengo Community High School; therefore, an application <u>must</u> be completed for each school, each year.**

SPECIAL SERVICES

For information regarding any of these special services, please contact your building administration.

Preschool Screening

The Marengo-Union District conducts a weekly screening for students aged 2 years 10 months to 5 years of age. This screening looks at speech and language development, fine and gross motor skills, and concept/pre-academic readiness.

Students who need additional evaluations will be referred to the building Pupil Personnel Services (PPS) team. If you wish to have your child screened, please call Locust Elementary School at (815) 568-7632.

The Marengo-Union School District has several different preschool programs available for children 3-5 years of age.
Our **"Extended Day Preschool Program"** is intended to meet the needs of our "older" preschool students and is now "open" to the public. At this time, the program is no longer funded through a grant and will involve a fee (subject to change as we continue to apply for future grant opportunities). The day is extended: 9:00 A.M. – 3:00 P.M., Monday-Friday. We will continue with our regular preschool curriculum but also focus on those important skills needed for Kindergarten. Within the school day will be an opportunity for large and small group academics, supervised recess, snack and lunch.
A preschool screening is not required for this program – it is "open enrollment", first come, first serve. Your child must be Kindergarten bound/eligible for the 2020-2021 school year and live within the Marengo-Union School District #165 boundaries. Contact Locust School if you are interested in enrolling your child.

Our **Early Childhood Education Program (ECE)** is designed for students with special needs. Students in ECE are eligible for special education as determined through a District 165 evaluation team. ECE classes are in the morning, 8:00-10:30 A.M., Monday-Friday.

Our **"Half Day" Program** is funded through a State grant and is free of cost. Transportation and a snack are both included. This program is either in the morning, 8:00-10:30 A.M. or in the afternoon, 12:30-3:00 P.M., 5 days a week, Monday-Friday. However, families have to be eligible for the program. Eligibility is determined through a preschool screening, scheduled and conducted at Locust School. The purpose of the grant is to provide a high quality, regular education preschool program to families who may not be able to access a quality preschool program. Some of the eligibility factors – or "risk factors" - may include low income, single parent home, medical issues, transportation issues, etc. If you are interested in this program, please contact Locust School at (815) 568-7632 for more information or to schedule a screening.

Procedures for Screening

Annually, School District #165 gives notice to parents and the community about the District's policies and procedures for providing developmental, speech, language, vision and hearing screening. For those students identified as needing further assessment, parent permission shall be obtained for a case study evaluation.

School District #165 will provide services defined by "Rules and Regulations to Govern the Administration and Operation of Special Education," for all students ages three through twenty-one (3-21) deemed eligible as a result of these screenings. If you would like a copy of these regulations, please call the special education office at (815) 568-7427.

Special Education Services

District #165 provides a full continuum of services. These may be provided locally, in cooperation with neighboring school districts or through the Special Education District of McHenry County (SEDOM). Parent inquiries regarding program offerings, referral procedures, etc. may be directed to the building Principal or Director of Special Education. The District is committed to providing services to an eligible student in their home district whenever possible. A parent or staff member concerned about a child's progress may request a review and/or evaluation through the building Pupil Personnel Services (PPS) team.

Special Supportive Services

Marengo-Union Elementary District #165 provides a variety of special supportive services to all eligible students, families, and school personnel. These include:

1. Home/Hospital Tutoring
2. Itinerant Services – Vision/Hearing
3. Psychological Testing
4. Speech & Language Services
5. Case Study Evaluations
6. Social Work Services (Preschool – 8th grade)
7. Physical Therapy and Occupational Therapy
8. Guidance Counseling
9. Title I Services (see page 33)
10. Health Services

District 165 is committed to school-wide social emotional learning. As part of this commitment, District 165 provides social work and school counseling services to address children's social and emotional needs. Counseling, crisis intervention, and prevention programs are available to help young people overcome difficulties in their lives and give them a better chance at achieving school success.
At the discretion of the professional staff, children will be referred for social work and/or counseling services in crisis situations, and/or as an intervention to assist with interpersonal difficulties that are disruptive to learning and/or safety.

Education of Children with Disabilities

The Marengo-Union School District shall provide an appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school district, as required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the school district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to govern the administration of special education.

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

School district policies and procedures for children with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 are available at the school district administration office located at 816 E. Grant Highway, Marengo, IL.

Special education services are also provided by Marengo-Union School District #165 to home schooled students and students enrolled in non-public school located within the District #165 boundaries. Services are determined each year based upon the amount of money allocated by the IDEA grant for proportionate share.

English Language Learners

English Language Learners are assessed annually by state assessments to determine eligibility. Parents are then notified of their child's eligibility, the program design, the child's proficiency, and their child's progress.

This program is coordinated according to state law for Transitional Bilingual Education programs and Transitional Programs of Instruction. Along with the program director, department teachers, and other teachers involved with ELL students, necessary decisions are made to assess language proficiency, provide appropriate instruction, and monitor progress in English reading, writing, listening, and speaking.

Parents and the Bilingual Parent Committee are invited to support, develop, and improve this program by attending parent meetings and maintaining close contact with their child's teachers.

STUDENT ACTIVITIES

The Board has approved the following school activities.

*** Boys Basketball 6th-8th**	*** Girls Basketball 6th-8th**	***Beginning Band 5th**	***Choir 6th-8th**
*** Soccer Co-Ed 6th-8th**	*** Girls Volleyball 7th-8th**	***Band 6th-8th**	***Student Council 6th-8th**
*** Track Co-Ed 6th-8th**	*** Cross Country Co-Ed 5th-8th**	***Yearbook Club 6th-8th**	***Scholastic Bowl 7th-8th**
***Cheerleading 7th-8th**		***Girls Softball 6th-8th**	

*Activities require eligibility and/or fee.

Students participating in Board approved school activities shall be contingent upon the following requirements:

1. Students participating in athletics will be held to the requirements indicated in the "To Be a Warrior" section of this handbook, starting on page 35.

2. There will be an application process for students interested in activities that meet only once a week or less often.

STUDENT FEES (per student)

Registration (Includes Technology Fee)

ECE	**$85.00**
Kindergarten – 8th Grade	**$175.00**

Extra-Curricular Activities

Each sport	**$100.00**
Band	**No fee**
Choir	**No fee**
Each Club	**$ 50.00**

<u>All Family Fees</u>: this includes registration, technology, and lunch along with the fee to participate in any extracurricular activity. If the student's fees are not paid prior to the first day of practice or meeting, the student will not be allowed to participate in the program until all fees have been paid in full.

Students will be responsible for payment for loss of or damage to books, damage to equipment, furnishings, and building resulting from careless usage, misconduct or violation of instructions or established rules and regulations. Students will be charged the replacement cost for all books lost or destroyed.

Requests for any school documents will be charged at a rate of 35¢ per copy.

TITLE I – SCHOOL PARENT COMPACT

Locust Elementary School, Ulysses S. Grant Intermediate School, and Marengo Middle School of the Marengo-Union Elementary CSD #165 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Educations Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during the school year.

School Responsibilities

The **District #165 Schools** will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
    A. Through the use of a highly qualified Reading Teacher, students will receive small group and one-on-one instruction to remediate reading deficiencies within the regular classroom environment.
    B. Through the use of reading materials that align with the Illinois Learning Standards and the school-adopted curriculum, students are being exposed to and are gaining proficiency in literacy skills.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held on the dates listed on the school calendar or as deemed necessary by the Title I teacher, regular classroom teacher, or building principal.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Ensuring that homework is completed
- Monitoring amount of television children watch
- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, or by mail, or email and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups
- Attending the annual Title I informational meeting held in the fall of each year

Student Responsibilities

We, as students, will share the responsibility to improve our achievement and achieve the state's high standards. Specifically, we will:

- Do our homework every day and ask for help when we need it.
- Read at least 30 minutes every day outside of school time.
- Give our parent/guardian who is responsible for us all notices and information received by us from our school every day.

VISITATION

School visitors are welcome; however, all visitors are required to report to the school office. The Marengo Union Elementary CSD #165, which includes the school buildings of Locust Elementary, Grant Intermediate, and MCMS are using the Raptor Visitor Management System in all our schools to strengthen our program of campus safety for students and faculty.

Upon entering a district building, visitors will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

High school students and other students shall not enter the building during the school day without the approval of administration. Parents wishing to confer with their child's teacher are asked to call prior to coming. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

TO BE A WARRIOR

Dear Parent/Guardian and Athlete:

Welcome to the Athletic program at Marengo Middle School. Being a member of a MCMS team carries certain responsibilities. Each student athlete must commit themselves to the tenets of loyalty and dedication. Parent support is a key ingredient in developing a successful young athlete. Both parents and athletes are expected to be positive leaders in promoting good sportsmanship.

The administration and coaches would like to thank you for the support you continue to give our coaches and your student. This support allows us to help your child excel as an individual and athlete. The leadership and teamwork skills that athletes learn on the court, field, and track are instrumental as they grow to young adults. These skills transfer to the classroom and to decisions they are making outside of the school walls. It is our goal at MCMS to provide the youth with the opportunity to experience success through interscholastic competition as they develop into mature, responsible citizens.

This handbook is provided to give parents and athletes the information required to help them become a successful MCMS athlete. We ask you to read this handbook carefully and discuss it with your athlete as he/she becomes involved in the MCMS athletic program. We invite you to take an active role in our programs as a supportive parent and enthusiastic spectator.

It is mandatory that the parents and athlete complete the emergency form, concussion form, and the handbook agreement/insurance waiver form, and have a physical before a student athlete may participate in *try-outs*, practice or interscholastic competition. If you have any questions, please contact the coach or Athletic Director. Please return these forms to the Athletic Director or office.

The administration and coaches would like to thank you for the opportunity to work with your athlete.

Respectfully,

Lea Damisch	Tracy Beam	*Bradley Breakfield*	Karen Weeks
Superintendent	Principal	*Assistant Principal*	Athletic Director

The Marengo-Union School District sponsors the following programs:

6th, 7th, and 8th grade co-ed teams: cross country, track, and soccer
6th, 7th, and 8th grade teams: boys' basketball, girls' basketball, girls' softball
7th and 8th grade teams: cheerleading, girls' volleyball

PHILOSOPHY

Marengo Community Middle School is committed to providing a well-rounded education experience for all students. The athletic program is an extension of what happens in the middle school classroom and expands the learning opportunities available to students. All these skills combined help students to reach their potential as citizens in a global society.

Marengo Community Middle School offers a wide array of athletic programs to provide learning opportunities to students who wish to develop special skills, teamwork, and talents to a higher level. Athletics is a learning experience and all team members, regardless of ability, will be afforded the opportunity to develop their skills. The experiences encountered during middle school athletics should be enjoyable *and* positive. Athletes, coaches, and parents should work in a spirit of cooperation. While involvement in athletics is voluntary, Marengo Community Middle School believes that it is a privilege and students choosing to participate take on additional responsibilities as a representative of their school and community. These responsibilities hold the student to a higher standard of conduct as a condition of participation.

"To Be a Warrior" outlines the expectations for those who choose to be involved in Marengo Community Middle School athletics. The school expects that all students who choose to participate in athletics will honor these guidelines. We hope that the experiences will be meaningful and pleasant for everyone involved and will promote an increased learning opportunity for all students.

REQUIREMENTS FOR PARTICIPATION

Student participation in Marengo Community Middle School athletic activities is dependent on the following:

Eligibility

Once a student has earned a spot on a sport team, the student's academic eligibility will be checked on a weekly basis. The deadline for grades will be 8:00 a.m. on Wednesday. A student must have a minimum of five (5) grade entries in a particular class in order for the grade to count. If a student has one (1) "F" or two (2) "D's" on the weekly eligibility sheet, he/she is ineligible from Saturday to Friday. The student can practice but cannot play in any games for that week. If the student remains ineligible for the 2nd week, then no practice, no games and the student must attend after school homework club. If ineligible for a 3rd week, then the student is removed from the team. Because we hold our athletes to a higher standard, athletes on the ineligibility list for the 2nd week are not allowed to attend any after school activities, i.e.: school dances, games, parties, etc.) Students who have earned PBIS incentives will be allowed to participate in PBIS events.

General Athletic Policies

1. All athletes are expected to maintain an acceptable level of conduct, attitude and general school spirit. Any behavior, which has a negative reflection of the school/team, could result in suspension from a number of games and possible dismissal from the team.
2. Behavior, which could result in dismissal from the team: dishonesty, vandalism, stealing, cheating, and known use of drugs, tobacco or alcohol.
3. All athletes are responsible for all pieces of equipment issued to them, including uniforms and will be held financially responsible for the current replacement cost for all lost, stolen or damaged equipment. An athlete will be denied future equipment and the privilege of participation in athletics until the financial charges have been paid.
4. Any student not in attendance at least one-half day of school or in a before or after school detention or serving a ISS the day of an activity will not be allowed to participate in any after-school activity. If a student leaves due to illness on a game day, they will not be eligible to play that day. The only exception is prior approval from the building principal or their designee.
5. A physical examination of the student must be conducted by a physician*, PA or APN* and given *or faxed* to the school office prior to the student participating in any athletic activity. A physical examination *or sports physica*l is required annually and expires one year from issuance.
6. **All school fees** for the student athlete must be paid prior to participation; including registration, technology, lunch, and activity fees.
7. Any student who does not dress and participate for P.E. will not be allowed to participate in after school activities. P.E. uniform is to be worn daily during P.E. This consists of black shorts and a P.E. shirt as selected by the district and purchased at school.
8. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility for the risks involved, in addition to, a signed emergency medical release form.
9. A mandatory meeting will be held prior to the start of each athletic season. This meeting will ensure open communication between school and home regarding Marengo Community Middle School's requirements, rules or participation, conduct, and eligibility. If a parent/guardian is unable to attend the scheduled meeting, they must schedule an individual conference with the principal, athletic director, or coach within 5 working days of the parent meeting. The athlete will not be able to participate until this requirement has been met.
10. Pick- up rides should be arranged and be on time following practices and games.

Bus Riding Policy

All athletes who ride to and from athletic contests on a District #165 school bus will return to school on the bus UNLESS a note signed by his/her parent or guardian, has been given to the coach before leaving MCMS. This should be done prior to game time. NO EXCEPTIONS will be made to this rule.

MARENGO / UNION CONSOLIDATED SCHOOL DISTRICT 165
CONCUSSION POLICY
PRE K – 8TH GRADE

Purpose:
This policy provides for the implementation of Illinois Public Act Law 99-0245 Youth Sports Concussion Safety Act. The policy applies to all students who participate in any athletic activity. This policy provides the procedures and protocols for District 165 in the prevention and management of sports related head injuries within the District. Review and revision of this policy is required annually.

Definition of Terms:
Head Injury means a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial lacerations alone are not a head injury.

Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Pre-participation Requirements and Training
Concussion prevention and informational literature will be required for all students/parents to acknowledge receiving and understanding prior to practice or competition. The following persons will complete the online concussion training program every other year:

Administrators
Coaches and Advisors
Certified Athletic Trainers
Volunteers as Assigned
District Physician
School Nurse
Athletic Director
Game Officials

This requirement may be met by completing the approved free online programs at www.IESA.org. A certificate of completion is required to be turned into the Athletic Director prior to practices starting.

Game Officials must also provide training verification to each location they officiate.

The Athletic Director will keep all certificates and signed acknowledgements for 3 years.

Additional Parental Requirement:
If a student sustains a head injury or concussion during the season, but not while participating in a District 165 event, the parent will notify the Health Office and provide required medical evaluation documentation and clearance to return to play.

Exclusion from Play
Any student will immediately be removed from play during practice or competition if:

The student sustains a head injury or suspected concussion or
The student exhibits signs and symptoms of a concussion or loses consciousness, even briefly.

Designated individuals who may pull a student out from play include:

School Administrator
Coach or Advisor
Physician / School Nurse
Game Official
Certified Athletic Trainer
Student's Parent/Guardian

The coach will communicate the nature of the injury directly to the parent in person or by phone immediately after it occurs. The coach will also notify the Health Office and Athletic Director within 24 hours and provide details of the injury.

Return to Play
The student may not return to the practice or competition until medically evaluated and cleared by a physician. Written evaluation and clearance must be submitted to the Coach/Health Office.

A Return to Learn / Return to Play Protocol will be used in conjunction with Physician orders and direction. Students must be symptom free and medically cleared in order to return to play. A written order must be obtained to verify a child being medically cleared. This order may be written by a Licensed Physician, Licensed Physician Assistant, Licensed Certified Athletic Trainer or a Licensed Advanced Practice Nurse. The Health Staff will update the staff working with the child on any restrictions. All medical notes will be kept in the student's school medical file.

A detailed Emergency Action Plan will be written and posted in plain site near the Automatic External Defibrillators at both buildings. This will include actions to take for emergency situations.

EXPECTATIONS

Athlete's Attitude

1. The expectation is one of respect. Concerns should be brought to the attention of the coach outside of practices or game situations.
2. Some sports tend to be individualistic within a team framework. Remember the team must come first.
3. The student athlete must conform to the requirements, and if you do not, there are two alternatives: 1) accept the consequences or 2) leave the team or group.
4. The student athlete should produce at 100 percent effort. This is what is required of a top competitor.
5. Student athletes should refrain from using inappropriate language during practice, games, and travel.

Medical Insurance Coverage

District #165 does not provide medical insurance coverage for students involved in athletics. The School District recommends that you purchase, at your own expense, a medical insurance policy, which covers all middle school sports.

Safety/Designated Area

1. There should be no horseplay in the locker room. Any swearing or careless use of facilities will be dealt with severely. The locker room or hallway are not gathering places for students; you should not be there unless an adult is supervising. The student-athletes are responsible for keeping these areas neat and picked up.
2. The equipment room is off limits for all students except managers. Do not go into this room unless you have permission from a coach.

CHAIN OF COMMAND

The Marengo Community Middle School Athletic Department has established a Chain of Command that will be strictly enforced with regard to communication between disgruntled parents and fans and Athletic Department personnel. The Chain of Command is as follows:

1. Parent, Athlete - Coach
2. Parent, Athlete - Coach and Head Coach (if involved coach is an assistant)
3. Parent, Athlete - Coach and Athletic Director
4. Parent, Athlete - Coach, Athletic Director, and Principal

All meetings between parents or fans and Athletic department personnel will be by appointment *after a 24 hour cooling off period*. Appointments will be arranged through the Athletic Director. Under no circumstances will a coach meet with a disgruntled parent or fan before, during, or after a game or match. Athletes involved will always be present at meetings between parents and coaches.

Parent and/or Player Complaint Procedure

Athletics, by its very nature, demands that a coach make numerous judgment calls during the course of a season. Also, athletics dictate that a coach has effective discipline so the athletes compete in a safe, organized, and goal oriented activity. During the course of any season, it is possible that parents may have complaints concerning a coach's decisions regarding their son/daughter's playing time or disciplinary action that a coach may take involving their child. Therefore, the following procedure will be followed so that all parties involved will be treated respectfully and equitably:

STEP 1: If a parent has a complaint, they will discuss the particular complaint with the coach. The athlete will be present at this meeting. Under no circumstances will a complaint go beyond this step if the issues have not been discussed between the parent and the coach.
STEP 2: If the complaint has not been resolved in step 1, the complainant will contact the Athletic Director and schedule a conference with the Athletic Director and the coach. Under no circumstances will a complaint go beyond this step if the issues have not been discussed between the parent, coach, and the Athletic Director.
STEP 3: If the complaint has not been resolved in steps 1 and 2, the complainant will contact the Principal and schedule a conference with the coach, the Athletic Director, and the Principal. Under no circumstances will a complaint go beyond this step if the issues have not been discussed between the parent, coach, the Athletic Directors, and the Principal.

These procedures are designed to insure that all complaints and concerns are processed fairly and equitably. The Superintendent and/or Board of Education will not be involved in any athletic grievance until all three steps are followed.

Use of Electronic Networks

All use of electronic networks shall be consistent with the Marengo-Union Elementary C.S.D. 165 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

I. DEFINITIONS

A. **Marengo-Union Elementary C.S.D. 165 Schools' Electronic Network Related Technologies and Access ("Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches connected to the school district network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, including, but not limited to *Fiber*, VPN, Cable, and Transport Lines owned or leased by Marengo-Union Elementary C.S.D. 165 Schools.

B. **Cyber stalking** is knowingly harassing another person or persons through the use of electronic communication.

C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.

D. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

E. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, e-mail, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.

F. **Hacking** is any illegal or unlawful entry into an electronic system to gain secret unauthorized information.

G. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.

H. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.

I. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.

J. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, personal digital assistants, and mobile devices that may or may not be physically connected to the network infrastructure.

K. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).

L. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the Marengo-Union Elementary C.S.D. 165 superintendent or his/her designee.

M. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.

N. **Website** is a page and/or a collection of "pages" or files on a network that are linked together.

II. GENERAL PROVISIONS

A. **AUTHORIZED USERS**

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Marengo-Union Elementary C.S.D. 165 Network. It is a general policy of the school district to promote the use of technology in a manner that is responsible, legal and appropriate.

B. **DISCLAIMER**

Pursuant to the Children's Internet Protection Act, Marengo-Union Elementary C.S.D. 165 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personal/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable content. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Marengo-Union Elementary C.S.D. 165 Network is governed by this policy.

III. TERMS AND CONDITIONS FOR USE OF THE Marengo-Union Elementary C.S.D. 165 NETWORK

A. ACCEPTABLE USES

Authorized users may use the various resources provided by the network to pursue educationally related activities. Teachers and other staff should help guide students in their use of the network resources so that students will learn how network resources can provide valuable educational information.

In addition to using the network strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not write abusive messages.

2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.

3. Keep personal information, including logins, passwords, addresses, and telephone numbers of students' colleagues confidential.

4. Use these resources so as not to disrupt service to other authorized users.

5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

6. Respect limited network resources by removing unused files and keeping files organized

B. UNACCEPTABLE USES

Improper use of the Marengo-Union Elementary C.S.D. 165 network is prohibited. Actions that constitute unacceptable uses of the network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the network for, or in support of, any illegal and/or unlawful purposes.

2. Use of the network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy.

3. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual.

4. Unauthorized and/or non-educational uses of the network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.

5. Student use of network tools for personal rather than educational purposes.

6. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.

7. Plagiarizing any information gained on or through use of the network or any other network access provider.

8. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.

9. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.

10. Use of the network for financial gain or for the transaction of any business or commercial activities.

11. Use of the network in a way that such use results in damage to the network.

12. Any form of unauthorized access, as stated above or otherwise.

13. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.

14. Hacking or gaining unauthorized access to files, resources or entities.

15. Using another user's account or password.

16. Downloading of copyrighted material for other than personal use.

17. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.

18. Posting material authored or created by another without his/her consent.

19. Posting anonymous messages.

20. Using the network for commercial or private advertising.

21. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

22. Using the network while access privileges are suspended or revoked.

C. SECURITY

All student-authorized users are to promptly report any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations to the Technology Director or designee of the Superintendent in order to ensure network security.

In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:

1. Using any unauthorized personal equipment that is attached, connected, and/or installed to district network.

2. Intentionally disrupting the use of the network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.

3. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.

4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.

5. Network security is a high priority. If you can identify a security problem on the network, you must notify a school administrator or the technology department. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

IV. ONLINE ACTIVITIES

1. **Educational Purposes**

   Authorized users may create web page's as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. Marengo-Union Elementary C.S.D. 165 has the right to exercise control over the content and/or style of the student's *page.*

   Only those students whose parent(s) or guardian(s) have completed the attached Consent Form and Release (Attachment A) may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

2. **Electronic Social Networking**

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

   Using a non-district computer that would result in the disruption of the district network, such as promoting the use of hacking into school's computer system, would constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs. Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of your use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption where it carried out.

V. USE OF ELECTRONIC MAIL

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's electronic mail system constitutes consent to these regulations.

6. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

8. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to others users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

9. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

11. Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

VI. MONITORING

The Marengo-Union Elementary C.S.D. 165 network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of network resources, including their use of e-mail, is subject to monitoring by the Marengo-Union Elementary C.S.D. 165 school district superintendent, technology director, or his/her designee. Any activities related to or in support of violations of this policy and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

VII. ASSUMPTION OF RISK

Marengo-Union Elementary C.S.D. 165 will make a good faith effort to keep the network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the district does not warrant that the network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Marengo-Union Elementary C.S.D. 165 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the district network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. The school district has no ability to maintain such information and has no authority over these materials. The school district makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the school district network from outside networks. Use of the school district network is at the risk of the authorized user.

VIII. INDEMNIFICATION

The authorized user indemnifies and holds the Board and Marengo-Union Elementary C.S.D. 165 harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the district network that cause direct or indirect damage to the user, Marengo-Union C.S.D. 165, or third parties.

LEGAL REF: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology, 20 U.S.C §6751 et seq.
20 U.S.C §6801 et seq.
47 U.S.C. §254(h) and (l).
720 ILCS 135/0.01.

CIPA-Compliant Internet Safety Policy
For the Marengo-Union Elementary C.S.D. 165

Introduction
Congress passed HR 4577, which requires K-12 schools provide Internet access. Part of those requirements is to provide a protection measure, that blocks or filters Internet access.

It is the policy of Marengo-Union District 165 to:
(a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
(b) Prevent unauthorized access and other unlawful online activity.
(c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
(d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
(e) Comply with the Marengo-Union Elementary C.S.D. 165 acceptable Use Policy 6:235.

Access to Inappropriate Material
The District's network consists of technology protection measures (or "Internet filters") that shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. The district uses "N2H2 or Bess" filtering/blocking software. The district has provided filtering for the Internet access since 1998.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material considered obscene or child pornography, or to any material believed harmful to minors.

Technology protection measures, subject to staff supervision, may be disabled or, in the case of minors, minimized only for valid research or other legally recognized purposes.

Inappropriate Network Usage
Steps shall be taken to continue the safety and security for users to the District's online computer network. This includes using electronic mail, instant messaging, and other forms of direct electronic communications. All District faculty staff and students are required to have a signed District Acceptable Use form on file. Ref: Marengo-Union Elementary C.S.D. 165 Acceptable Use Policy 6:235.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
(a) Unauthorized access, including so-called hacking, and other unlawful activities. Other unlawful activities would include; student and staff harassment, plagiarism and copyright violations.
(b) Unauthorized disclosure, use, and distribution of personal identification information regarding minors.

Supervision and Monitoring
It shall be the responsibility of District faculty and staff to supervise online computer access to the Internet with regard to available resources and in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Administration or designated representatives.

Adoption
This Board of Marengo-Union Elementary C.S.D. 165 adopted this Internet Safety Policy at a public meeting, following normal public notice, on Tuesday, May 22, 2008.

Definitions
Key terms are as defined in the Children's Internet Protection Act.

CIPA Definitions of Terms:
TECHNOLOGY PROTECTION MEASURE, the term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**, as the term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
    a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    c. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal and state laws and the Board of Education policy or as necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; as a result, students may be disciplined for other conduct deemed to be disruptive of the educational environment.

In addition, each principal, within his or her school, may establish certain written rules and regulations that support policies established by the Board of Education and the superintendent of schools.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

LOCAL RESOURCES FOR FAMILY ISSUES

Health & Human Service Information & Referral Line: 2-1-1

McHENRY COUNTY CRISIS LINE

24/7 Crisis Consultation, Information & Referral

1-800-892-8900

DCFS Hotline 1-800-252-2873

AGENCIES FOR HANDICAPPED-DEVELOPMENTALLY DISABLED INDIVIDUALS			**FINANCIAL ASSISTANCE**	
Northern Illinois Special Recreation Association	815-459-0737		Department of Human Services	815-338-0234
Adult & Child Rehabilitation Center	815-338-1707		Social Security Administration	815-338-3751
Special Education District of McHenry County	815-338-3622		Consumer Credit Counseling	815-338-5757
Child and Family Connections (Dept. of Options & Advocacy)	815-477-4720		Salvation Army	815-455-2769
BEHAVIORAL HEALTH			Local Township – Listed under Government agency – Marengo	815-568-1355
			HEALTH INFORMATION	
Alexian Brothers – www.ABBHH.org	800-432-5005		McHenry County Department of Health	815-334-4510
Big Brothers/Big Sisters of McHenry County	815-385-3855		McHenry County Family Partnership Clinic	815-334-8987
Child Advocacy Center	815-334-9597			
Pioneer Center for Human Services:	815-344-1230		Immunization Partnership Clinics of McHenry County	815-334-4536
Behavioral Health Services - Youth	815-338-7360		Community Health Partnership Clinic	815-337-9640
Voice Sexual Assault Services	815-759-7066		Belvidere Crusader Clinic	815-547-0282
McHenry County Mental Health Board	815-455-2828		Poison Control	800-222-1222
CHEMICAL DEPENDENCY/SUBSTANCE ABUSE				
Alexian Brothers – www.ABBHH.org	800-432-5005		**HOUSING ASSISTANCE**	
The Advantage Group	815-444-6400		McHenry County Housing Authority	815-338-7752
Rosecrance Treatment Center – Rockford	815-391-1000		Home of the Sparrow	815-271-5444
	815-363-6132		PADS Shelter	815-338-5231
Alcoholics Anonymous, AlaNon, AlaTech	815-455-3311		Salvation Army	815-455-2769
Illinois Treatment Center	844-782-7081		**LEGAL ASSISTANCE**	
CHILD ABUSE/DOMESTIC VIOLENCE				
Department of Children & Family Services (DCFS) Hot Line Toll Free	800-252-2873		Prairie State Legal Services	815-344-9113
McHenry County Crisis Line	800-892-8900		McHenry County Department of Court Services	815-334-4400
Turning Point Family Stress Line	815-338-8081		State's Attorney for McHenry County	815-334-4159
Marengo Police Department	815-568-7231		**OTHER SUPPORT SERVICES FOR MCHENRY COUNTY**	
McHenry County Sheriff (non-emergency)	815-338-2144		Catholic Social Services of McHenry Co	815-344-6956
			Clothing Closet for McHenry County	815-338-5316
McHenry County Sheriff (EMERGENCY)	911		Community Resource Center Families ETC	815-308-0861
Union Police Department	815-923-2341		County Direct Assistance Program	815-338-0939
Care Crisis Line	800-345-9049			
EMPLOYMENT SERVICES			Head Start	815-338-8790
Illinois Employment & Training Center for McHenry County	815-338-7100		Illinois Migrant Council	815-943-6851
Illinois State Department of Labor Unemployment Service	815-338-7940		Marengo Park District	815-568-5126
McHenry County College Continuing Education	815-455-8559		M.O.R.E. Food Pantry Wed. 9-12p.m. Thur. 4-6:30p.m.	815-568-7950
McHenry County College General Info.	815-455-3700		Teenage Mother's Initiative (T.A.M.I.)	815-338-7360
			School Violence Tip Line	800-477-0024

Locust Elementary School

Behavior Expectations

	Classrooms	Playground	Cafeteria	Hallway	Special School Activities	P.E./Art/ Music/ Library	Bathroom	Indoor Recess	Bus	Emergency Situations
I Can/Will control my hands and feet	Keep hands and feet to yourself, Walk & move safely	Keep hands and feet to yourself, Kick balls in field only, Throw balls only (not snow or rocks)	Hands on your food only, Raise hand for help, Stay seated until finished	Walking, Looking forward, Hands to yourself, Walk on right side of hallway	Keep hands and feet to yourself	Keep hands and feet to yourself	Wash hands, Walk & move safely	Walking, Throw balls (no kicking) Keep hands and feet to yourself	Keep hands and feet to yourself, Keep feet out of aisle	Follow posted rules, Listen to the adults in charge
I Can/Will use a soft voice	Talk in a quiet voice, Listen when teacher is speaking	Kind words, Quiet voices when lining up Enter building quietly	Talk in a quiet voice	Talk in a quiet voice	Talk in a quiet voice	Talk in a quiet voice, Listen when teacher is speaking	Talk in a quiet voice	Talk in a quiet voice	Talk in a quiet voice, Listen when driver is speaking, Silence at railroad crossing	Move quietly and safely
I Can/Will be a learner	Give best effort, Complete assignments on time, Be prepared, listen & participate	Play safely, Down slides on bottoms, One direction on monkey bars, Line-up quickly when whistle blows, Sit on swings	Show good manners	Close locker doors quietly	Follow directions, Be a good listener, Be polite, Show school pride, Show appreciation to presenters	Follow directions, Return equipment	Throw towels in garbage can, Return to class quickly, Leave supplies in classroom	Follow directions, Clean-up stations, Return all equipment, Line-up quickly	Follow directions, Must sit (no standing), Must remain in your seat, Keep bus clean No eating, drinking or gum chewing	Remain with your group
I Can/Will be a Friend	Take turns, Help others, Be kind, Respect space	Take turns, Help others, Be kind, Respect space, Play safely with others	Take turns, Help others, Be kind, Respect space	Keep your place in line, Respect space	Take turns, Be kind, Respect space	Take turns, Help others, Be kind, Share equipment and space	Take turns, Be kind, Respect space and privacy	Take turns, Help others, Be kind, Respect space, Share equipment	Be kind, Respect space, Take turns, Use kind words	Keep hands and feet to yourself
I Can/Will take care of myself	Keep supplies in a box, Use materials & equipment correctly	Dress for weather, Report problems to teacher, Use & return equipment properly	Clean-up after yourself (pick up all papers), Eat healthy foods	Walk safely, Eyes forward, Carry items carefully	Remain with your group	Have gym shoes	Use soap, Flush toilet, Be quick, Use only what you need	Get drinks before whistle blows	Be ready to get off the bus, Enter & exit carefully, Only get on & off at your assigned stop	Leave all supplies in the classroom

Ulysses S. Grant Intermediate School
Behavior Matrix

	Classroom	Hallways	Bathrooms	Cafeteria	Library	Playground	Bus and Bus Stop
Positive Attitude	Do your best Be supportive & helpful to others	Keep conversations and interactions positive & kind	Keep conversations and interactions positive & kind	Keep conversations and interactions positive & kind	Passion for reading	Play fair & share Include everybody	Keep conversations and interactions positive & kind
Are Responsible	Bring materials & homework Use active listening Keep area clean	Walk to the right Use an inside voice	Pick up all trash Wash your paws	Pick up all trash and dispose of properly	Always return books on time and keep in good condition	Use equipment properly & be safe when playing	Pick up all trash Be on time to your bus stop Only get on & off at your assigned stop
Work for Success	Always persevere Participate in group discussions Stay on task	Keep lockers & hallways neat Get to class on time	Report problems to an adult	Use table manners	Read quietly Choose book at right level	Do the right thing when no one is watching & display good sportsmanship	Understand & follow bus safety and emergency procedures
Show Respect	Follow directions Use kind words Keep hands & feet to self	Keep hands & feet to self Respect the personal space of others	Keep hands & feet to self Respect the personal space of others		Speak softly No gum	Follow directions Keep hands & feet to self	Follow directions Keep hands & feet to self & use quiet voices

Marengo Community Middle School Behavior Matrix

Respect	All Settings	Learning Areas	Hallways	Bathrooms	Cafeteria	Assemblies	Bus and Bus stop
Respect Property	Community pride Keep everything clean & neat Dispose of gum properly Dispose of garbage correctly Care for books & supplies	Keep all school property in proper condition Be considerate of personal property Pick up all trash Keep desk clean	Dispose of trash appropriately Keep drinking fountain area clean Keep lockers neat and organized Pick up trash	Keep floors dry Dispose of trash in appropriate place Keep stalls clean & graffiti free	Put tray & garbage in correct place Clean up spills Pick up all garbage Keep area clean	Enter/exit from proper door Sit in seat appropriately	Keep area clean Keep body & objects in bus Keep seats free of graffiti Pick up trash
Respect All Others	Show kindness Keep hands & feet to yourself Pledge to not gossip Stand up to bullies Encourage others	Appreciate staff Speak when appropriate Follow all directions Enter class quietly Display courteous behavior	Walk to the right Open/close lockers quietly Respect other student's personal space Keep hands & feet to self Be polite	Respect privacy of others Always flush toilet Take turns Be polite	Appreciate staff Use good manners & quiet voices Touch your food only Follow all directions	Keep your eyes on presenter Remain quiet Hands & feet to yourself	QUIET at the RR crossing Keep aisles clear Be polite Quiet voices Follow driver's directions
Respect Learning	Positive attitude Follow directions Pay attention Avoid absences Be on time Pledge to do all homework	Be on time Listen for directions and participate Ask for help when needed Hand work in on time Stay on task	Be quiet when classes are in session Use most direct route Use lockers only when allowed	Wash hands Be quick & quiet	Understand good nutrition Enter/exit cafeteria quietly	Listen attentively Think about the information being presented Take part when appropriate	Understand bus safety & emergency procedures Only get on & off at your assigned stop
Respect Self	Be honest Obey Dress Code Be clean & neat Proper language Proper conduct Cell Phones Off/In locker	Come prepared Organize materials Stay on task Listen & take notes Give your best effort Complete all homework	Use only your locker Keep combination to yourself Keep clean & organized Use time wisely	Report all problems to an adult Wash hands Have self privacy	Eat Healthy Keep area clean Eat only your food	Ask questions if appropriate Stay focused Be positive	Enter/exit safely Be on time at your bus stop Follow directions Stay seated