

# 2020-2021 Northlawn Junior High School Student Handbook

Student Name\_\_\_\_\_

Homeroom/Advisory Teacher\_\_\_\_\_

5<sup>th</sup> - 8<sup>th</sup> Grade

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# TABLE OF CONTENTS

Bell Schedules	3
School Expectations	4-19
School Policies and Procedures	5
○ School Arrival/Departure	6
○ Attendance Guidelines	6-7
○ Bus Information	8
○ Cafeteria Expectations	8-9
○ Cell Phone Policy	9
○ Discipline	10-14
○ Dress Code	14-15
○ Graduation Policy	15
○ Health Services	15
○ Honor Roll	16
○ Lockdown	16
○ Report Cards/Midterm Reports	17-18
○ Response to Intervention Team	18
○ District Policies	19-35

Parent or guardian contact information

Name\_\_\_\_\_ Phone Number\_\_\_\_\_

Relationship to Student\_\_\_\_\_

Is there another number that you would like us to try if you cannot be reached?

This handbook is a summary of the District rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the Board Office, located at 1520 N. Bloomington St., Streator, Illinois, 61364 or at the District's website at [www.ses44.net](http://www.ses44.net). The District reserves the right to make changes to the handbook at any time. Changes made throughout the year will also be posted on our school website at [http://www.ses44.net/northlawnjrhigh\\_home.aspx](http://www.ses44.net/northlawnjrhigh_home.aspx).

**DAILY SCHEDULE**  
**MONDAY, TUESDAY, THURSDAY, AND FRIDAY**

5 <sup>th</sup> Grade		6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Pd.-1	7:55-8:35 Homeroom	Pd. 1	7:55 – 8:35 Advisory	Pd. 1	7:55 - 8:35 Advisory	Pd. 1	7:55 - 8:35 Advisory
Pd.2	8:37-9:22	Pd. 2	8:37 - 9:22	Pd. 2	8:37 - 9:22	Pd. 2	8:37 - 9:22
Pd.3	9:25-10:10	Pd. 3	9:25 - 10:10	Pd. 3	9:25 - 10:10	Pd. 3	9:25-10:10
Pd.4 & Morning break 10:13-10:58		Pd. 4	10:13 – 10:58	Pd. 4	10:13 – 10:58	Pd. 4	10:13 – 10:58
Pd.5	11:01-11:46	Pd. 5	11:01-11:46	LUNCH	11:01-11:31	Pd. 5	11:01-11:46
Pd.6	11:49-12:34	LUNCH	11:49-12:19	Pd. 5	11:34-12:19	Pd. 6	11:49-12:34
Pd. 7	12:37-1:07	Pd.6	12:22-1:07	Pd. 6	12:22-1:07	LUNCH	12:37-1:07
LUNCH	1:10-1:40	Pd.7	1:10-1:55	Pd. 7	1:10-1:55	Pd. 7	1:10-1:55

**WEDNESDAY**

5 <sup>th</sup> Grade		6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Pd.-1	7:55-8:32	Pd. 1	7:55-8:32	Pd. 1	7:55-8:32	Pd. 1	7:55-8:32
Pd.2	8:35-9:12	Pd. 2	8:35-9:12	Pd. 2	8:35-9:12	Pd. 2	8:35-9:12
Pd.3	9:15-9:52	Pd. 3	9:15-9:52	Pd. 3	9:15-9:52	Pd. 3	9:15-9:52
Pd.4 & Morning break 9:55-10:32		Pd. 4	9:55-10:32	Pd. 4	9:55-10:32	Pd. 4	9:55-10:32
Pd.5	10:35-11:12	Pd. 5	10:35-11:12	LUNCH	10:35 - 11:05	Pd. 5	10:35-11:12
Pd.6	11:15-11:52	LUNCH	11:15-11:45	Pd. 5	11:08-11:45	Pd. 6	11:15-11:52
Pd. 7	11:55-12:32	Pd.6	11:48-12:25	Pd. 6	11:48-12:25	LUNCH	11:55 – 12:25
LUNCH	12:35-1:05	Pd.7	12:28-1:05	Pd. 7	12:28-1:05	Pd. 7	12:28-1:05
Pd.8	1:08-1:45	Pd.8	1:08-1:50	Pd. 8	1:08-1:50	Pd. 8	1:08 – 1:50

**HALF DAY SCHEDULE**

**11:15 Dismissal**

Period 1	7:55-8:17
Period 2	8:20-8:42
Period 3	8:44-9:07
Period 4	9:10-9:32
Period 5	9:35-9:57
Period 6	10:00-10:22
Period 7	10:25-10:47
Period 8	10:50-11:15

# SCHOOL EXPECTATIONS

	ALL SETTINGS	BATHROOM	HALLWAY	CAFETERIA
<b>RESPECTFUL</b>	Be honest Be aware of personal space Use appropriate language with peers and adults Use reasonable inside voices Respond positively when spoken to Keep school free of graffiti	Use your agenda as a pass Give people privacy	Keeps hands and feet to yourself Keep to the right in hallways and on stairways Walk at all times Be aware of people around you Use appropriate language with peers and adults	Keep hands and feet to yourself Use a reasonable inside voice Keep your place in line Use good manners
<b>RESPONSIBLE</b>	Follow school expectations Follow the school dress code Keep all areas clean Help others when needed Exit the building immediately after school or be in a designated area by 2:45 pm	Clean up after yourself Wash your hands with soap and water Put paper in trash Keep sink clean Turn off water Flush toilet after use	Store coats, backpacks, and electronic devices in your locker Turn cell phones off when entering the building and keep off until after school Keep hallways clean Keep locker organized Report dangerous situations/bullying	Eat only your own food Do not purchase food for others Stay in assigned eating area Stay in seat until dismissal Keep food and drink in cafeteria Clean up your table and throw away trash Raise your hand if you need an adult
<b>READY</b>	Arrive on time Listen attentively to announcements Complete all homework Have your planner signed	Quickly return to class	Have materials you need for your next class When you are not in class, you are on the way to class	Enter and be seated at assigned table Wait until your table is dismissed to leave

# SCHOOL POLICIES/PROCEDURES

## **Accelerated Class**

- Students in grades 6-8 have the opportunity to be selected for participation in high math classes at Northlawn Jr. High School.
- All regular education classrooms at Northlawn strive to meet needs of higher functioning students through differentiation of instruction/activities.
- Students will be selected for accelerated math based on past performance, assessment results, teacher recommendations and class space availability.
- Student participation in accelerated math is reviewed annually. Students and parents should understand that accelerated math is taught at a challenging level and that students will receive more work to be completed at home. Earning an A should not always be expected. Students are not always able to move out of accelerated classes once the course begins.
- All 8<sup>th</sup> grade students will be assessed during their 8<sup>th</sup> grade year to determine placement in Streator High School accelerated classes.

## **Activity Participation Requirements**

Participation/attendance in or incentives for activities such as parties, field trips, dances and games may be determined by behavior and/or academics.

- Criteria for academic and/or incentive activities will be set and announced prior to start of the quarter or another reasonable amount of time.
- Administration has the final determination for participation in activities.
- Students serving disciplinary consequences such as OSS, LAC, or a detention may not stay after school that evening to attend any sports or activities.
- Once a student has entered the building for an activity, game, program, etc. he/she will not be allowed to return to the event if they leave the building without prior approval by the building administrator on duty.

## **Advisory Period**

Advisory will take place the first period of each regular dismissal day for 6<sup>th</sup>-8<sup>th</sup> grade. At the start of each advisory period, the principal will lead the school in the Pledge of Allegiance and a moment of silence. Club or athletic announcements are also given. Advisory time will be used to work on social-emotional skills. If there is no specific lesson/activity presented during Advisory time, students may have time to study for tests or ask questions about homework. Students should try to have most of their homework completed prior to coming to school. Band is also held during this time on alternating days. Band students will be dismissed at 8:35 a.m. Jazz Band is held on Fridays. Students have a check-out and planner time at the end of last period. Students who are receiving detentions will be called to the office at this time to receive a letter to take home to their parents. The letter will be stapled inside of their planner.

## **Advisory Procedures & Expectations**

- Social-emotional lessons will be done during Advisory time.
- Bring academic materials, including daily planner.
- Make sure assignments are written in planner.
- Work quietly and as individuals.
- Teachers will assist students.
- Students will not be allowed to leave advisory unless they have permission from another teacher or administration.
- Some 8<sup>th</sup> grade students are given an opportunity to be 8<sup>th</sup> grade helpers in other classrooms and the office.

## **After School Program (RtI Support)**

- The after-school program will be held in the Media Center from 2:55 p.m. – 3:55 p.m. Mondays, Tuesdays and Thursdays. The after-school program is primarily for students who are struggling in their classes. Parents, teachers, and students may request participation in the After-School Program. Occasionally, parents will be contacted during the day to approve participation (on that day) in an effort to complete missing assignments.
- NJHS staff members will be available for tutoring support and to monitor student use of computers for academic assignments. This is not a time for students to play games on the computers.
- Students should be prepared to be picked-up by parents, walk home as soon as the after-school program ends, or ride the activity bus (pick-up at 3:55 p.m.). Activity bus routes are available on the website or in the main office.
- Adult supervision of students after 3:55 p.m. will not be available and the students will be required to leave the school grounds.
- Northlawn has a late pick up policy. Students who are picked up late for the third time, will not be allowed to stay after school.
- Students must bring work to do. Please talk to your student's teacher if you are not sure what they should be doing.

- On the third occasion where as a student does that not have material to work on, he or she will not be allowed to attend the program until the problem is resolved.
- If a student is disruptive in the Afterschool Program
  - ♦ First Incident: Student will be suspended from entry into the Program for 1 week
  - ♦ Second Incident: Student will be suspended from entry into the Program for 2 weeks
  - ♦ Third Incident: Student will not be allowed back into the Program for the rest of the calendar school year and will be referred to administration.
- Students must bring work to do. Please talk to your student's teacher if you are not sure what they should be doing.

### **Arrival and Departure Procedures**

Bus drop off is in the front of First Street. Parent drop off is in the back off of Bloomington Street. Please do not drop students off on First Street in front of the school. This stops traffic and creates safety issues. Please do not park in the fire lane in front of the school. During emergency situations police, ambulance and fire vehicles need access to the front of the building. Buses also pull up in front of the building prior to the end of the day.

- Adult supervision begins at 7:45 a.m. This is when you may arrive at school.
- All students will enter the building at 7:50 a.m. unless they are going to breakfast.
- Bus riders will remain on the bus until 7:50 a.m. unless they are going to breakfast.
- Students eating breakfast may enter the building at 7:30 a.m.
- 5<sup>th</sup> grade students line up and enter the west door.
- 6<sup>th</sup> and 7<sup>th</sup> grade students line up and enter the north door (by the band room).
- 8<sup>th</sup> grade students line up and enter the east door.
- Northlawn is a closed campus.
- You must leave the school grounds by 2:55 p.m. unless you have a school-sponsored activity to attend.

### **Assembly Procedures/Expectations**

- Northlawn believes that it is important to prepare a well-rounded student and also offer some fun activities for our students. On several occasions we will bring in speakers and offer fun activities for students. Students who act appropriately and do their best in school will have the opportunity to attend assemblies. Students will proceed directly to the assembly with their scheduled class and will sit in pre-assigned areas without stopping along the way.
- Students are expected to be silent and attentive and observe the rules of common courtesy. Booing, shouting, whistling, stomping and other forms of rude behavior are not acceptable.
- At the conclusion, students are to remain seated and will be dismissed in an orderly manner. Any student engaging in misconduct at an assembly will be removed and will receive school discipline. The student may be excluded from future assemblies.

### **Attendance Guidelines**

**Reporting Absences:** It is the obligation of a student's parent or guardian to contact the Northlawn office before 8:00 a.m. if a student's absence has not been pre-arranged. This call must be made on the same day of the student's absence. Parents may leave this information on the school's answering machine. If an absence has not been reported, the office will attempt to contact the parent or guardian at work or at home. Students for which no call or note was provided by the guardian will be considered unexcused.

### **Chronic Absenteeism**

All Illinois students are covered under Every Child Succeeds Act (ESSA) which defines "Chronic absence", as missing 10 percent or more of the school days within one academic year for any reason." Excused or unexcused absences will be counted the same way for state reporting.

### **Consequences for Absences – Unexcused and Excused**

Student absent 10% of year	Student absent 15% of year	Student absent 20% of year
<ul style="list-style-type: none"> <li>• Letter home</li> <li>• Student conference with NL staff member</li> <li>• Referral to School Resource officer</li> </ul>	<ul style="list-style-type: none"> <li>• (See 10% consequences)</li> <li>• Referral to Truancy officer</li> <li>• Medical note requested</li> </ul>	<ul style="list-style-type: none"> <li>• (See 10 &amp; 15% consequences)</li> <li>• Truancy Ticket given</li> <li>• Parent may be summoned to Truancy Hearing</li> </ul>

### **Excused Absence**

This absence is defined as personal illness, death in the family, or extenuating circumstances approved by the administration. Absences classified as Excused permit the student to make up assignments as long as the makeup is accomplished within the time limit established by the school. A student with an absence has the day the student returns to school to collect the assignment(s) and

one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame.

A student who has been absent for five or more consecutive days or 10 or more days in a nine-week period due to illness or has tested positive for a communicable disease will be required to provide the school nurse/ principal with a physician note allowing the student to return to school. A student who has been absent five or more days in a nine-week period will be required to have a doctor's note to excuse the absence.

### **Pre-Arranged Absence - Excused**

This absence is defined as that which can, and should be, arranged for in advance. One day of advanced notice is requested for each day of anticipated absence. To receive credit for work assigned in advance, the work must be completed upon the student's return to classes. Absences in this category include:

- Doctor or dental appointment verified by appointment card
- Court appearance verified by an official summons
- Religious appointments verified by a note from the clergy
- Participation in school activities

### **Pre-Arranged Absence - Unexcused**

This absence is defined as that which can, and should be, arranged for in advance, but will not be excused. Two days of advanced notice for each day of planned family vacation are requested. Work assigned will be given full credit if it is completed upon the student's return to classes.

Absences in this category include: Family vacations or trips of educational value

### **Unexcused Absence (Truant):**

An unexcused absence is defined as willful absence from any portion of the school day with or without permission of the parents and without prior approval of the school.

- Truancy or skipping class
- Missing the bus
- Oversleeping
- Shopping, haircuts, beauty appointments
- Recreational trips
- Out of school suspensions – work can be made up
- Running errands for family or friends on school time
- Babysitting
- The City of Streator passed a City Ordinance (Ch.14, Article 1) to prohibit truancy. Violators are subject to a \$75.00 fine.
- Legal action could include the following: Any person having custody or control of a child subject to this compulsory school attendance, to whom notice has been given of the child's truancy within that school year, and who knowingly and willfully permits such a child to persist in their truancy within that school year, upon conviction of a Class C misdemeanor and shall be subject to not more than 30 days' imprisonment and/or a fine up to \$1,500.
- A student with an absence has the day the student returns to school to collect the assignment(s) and one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame. On the day of the student return, the teacher may request the student take quiz or tests missed while absent if no test material was covered during the absence.)

**Absences and Extracurricular Activities:** To participate or attend an extracurricular practice or event, the student must be present at least half the day of the event (or on the Friday preceding a Saturday event). The principal may make exceptions in extraordinary cases.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be handled in a serious manner by the school and the district. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

- A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.
- A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **Bicycles**

- Bicycles may be ridden to school and are to be parked in one of the following designated areas:
  - East bike rack-east side of building inside chain link fence;
  - Fifth grade students may use the bike rack on the west side of the building by the 5<sup>th</sup> grade entrance.
- All students are responsible for locking their bike and attached accessories.
- Bicycles are not to be ridden on school grounds. Students must walk their bikes on the sidewalks.

## **Bus Information**

A student must live one and a half miles or more from Northlawn to be eligible to ride a school bus.

## **Bus Conduct**

- Students are required to conduct themselves in a manner consistent with established standards for classroom behavior.
- In cases where a student does not conduct himself/herself properly on a bus, or when his/her conduct is in violation of the Rules for Student Conduct, such instances will be dealt with as outlined below.
- Depending upon the severity of the offense, an administrator may inform the parents immediately of the misconduct and revoke the student's riding privileges and/or result in school disciplinary consequences.
- Students are permitted to use their cell phones individually, as long as the usage does not become a disruption or interference to the safety of the students.

## **Bus Disciplinary Procedures**

Parents will be provided written notice in the event their student is suspended from the bus. Students who are suspended from the bus will be given the opportunity to make up work for equivalent academic credit if the parent/guardians notify school administrators that the student does not have an alternative way to get to school.

1 <sup>st</sup> offense or minor offense	2 <sup>nd</sup> offense or serious offense	3 <sup>rd</sup> offense or serious offense	4 <sup>th</sup> offense or serious offense
Detention	Bus suspension 1-5 day	Bus suspension 5-10 days	Recommend removal from bus for remainder of school year
*Severity of infraction may impact severity of the consequence.			

## **Bus Expectations/Rules**

Students are required to abide by the following rules of conduct in relation to school bus transportation.

- Students must sit down quickly and remain seated throughout the trip or until the bus comes to complete stop.
- Hands and heads must remain inside the bus at all times. Items are not to be thrown out of the bus window.
- Students should not bring non-school items on the bus.
- Be on time at the designated school bus stop; help keep the bus on schedule.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Be absolutely quiet when approaching and crossing railroad crossings.
- Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits.
- Be courteous to fellow pupils and the bus driver. To earn respect, you must first show respect.

## **Cafeteria**

### **Breakfast/Breakfast After the Bell**

- A school breakfast is served daily in the cafeteria from 7:30 a.m. - 7:50 a.m.
- Breakfast is free to all students.
- Breakfast after the bell will also be made available to students.
- Students must follow all cafeteria rules listed below.
- Students must return outside after finishing breakfast.

### **Lunch**

- All students have 30 minutes for lunch, are required to eat in the cafeteria, and may not leave the school grounds.
- Students will enter the cafeteria and be seated at their assigned table.
- They will be called by table to be served.
- Carbonated soda pop/high energy drinks are not permitted in the cafeteria during the lunch period.
- Free lunch is provided to students.



- Ala cart items are available for purchase.

#### Payment Procedures

- All students will be required to pre-pay for all purchased cafeteria food. Purchasing food on a daily basis will not be permitted.
- Pre-Payments will be collected on Thursday and will be good for food purchased the following week (beginning Monday). Parents are strongly encouraged to send checks, instead of cash, with their children. The name of the student should be included with the check.
- Money collected will be placed in one account and can be used for ala carte items.
- Money will be automatically deducted from the account as students check out using their PIN number.
- Student accounts can be viewed through on-line parent access.

#### **Cafeteria Expectations**

5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade teachers walk with their students to and from the cafeteria.

Parents: Please talk with your child about appropriate cafeteria behavior.

Use of the cafeteria is considered a privilege. School discipline, including removal from the cafeteria, may be administered for inappropriate behaviors.

Basic rules to be followed in the cafeteria are:

- Students will be respectful and courteous at all times.
- No school materials, purses, or backpacks are allowed in the cafeteria. (Some students like to read, they may bring a book)
- Students will follow directions, be prepared, and stand in line appropriately.
- Students will keep their table and floor clean.
- Students will stay in their assigned seats and must have permission to leave.
- Students are prohibited from bringing food from outside restaurants (fast food restaurants).
- Students will not share food regardless of origin.
- Students will keep all food in the cafeteria.
- Students should quietly leave the cafeteria. Other grade levels are in class.

#### **Cell Phone/Speakers Policy**

- If you bring your cell phone to school, it needs to be turned off before you enter the building.
- Speakers used to amplify music through phones are not allowed on school property without permission from school authority. Speakers will be treated like cell phones.
- Cell phones should not be visible or used during the school day. Phones are to be kept in the locker. Cell phones that are not put away will be confiscated and kept in the office. Cell Phones will be put in a locked location with the students' name attached to the phone. After the second violation, cell phones will only be released to parents. If parents cannot pick up the phone between 7:30 a.m. and 3:30 p.m., the parent should call an administrator. The name of the person picking up the phone must be listed as the student's guardian on student records.
- Cell phones are not allowed in restrooms or locker rooms. Students found using phones in restrooms and lockers may receive additional consequences.
- Students who refuse to give phones to a staff member when requested may receive a day in the learning adjustment center.

#### **Consequences for Cell Phone and Speaker Violations:**

<b>1st Violation</b>	The cell phone (speaker) will be confiscated by staff and turned in to the office. Students must pick up cell phones at end of the day.
<b>2nd Violation</b>	The cell phone (speaker) will be confiscated by staff and turned in to the office. A parent/guardian must pick the phone up between 7:30 a.m. and 3:30 p.m. If this is not possible for the parent or guardian, the parent or guardian should call the principal or assistant principal.
<b>3rd Violation and continued violations</b>	The cell phone (speaker) will be confiscated by staff and turned in to the office. The phone must be picked up by a parent/guardian between 7:30 a.m. and 3:30 p.m. If this is not possible for the parent or guardian, the parent or guardian should call the principal or assistant principal. A big hall detention will be assigned.

## **STUDENT BEHAVIOR AND DISCIPLINE**

Respect, responsibility and safety should be demonstrated in all student conduct whether on the bus, on school grounds, in the hallways, classrooms, locker rooms, bathrooms or gymnasiums.

### **Prohibited Student Conduct**

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

1. using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. using, possessing, distributing, purchasing, selling or offering for sale:
  - a. any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. using or possessing an electronic paging device.
6. using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. engaging in teen dating violence.
13. causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. entering school property or a school facility without proper authorization.
15. in the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. being absent without a recognized excuse.
17. being involved with any public-school fraternity, sorority, or secret society.
18. being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

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

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

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

### **Disciplinary Measures**

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

1. notifying parents/guardians.
2. disciplinary conference.
3. withholding of privileges.
4. temporary removal from the classroom.
5. return of property or restitution for lost, stolen or damaged property.
6. in-school suspension.

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

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

### **Weapons Prohibition**

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

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

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

### **Gang and Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Detention**

Detention may be assigned by teachers for violations of minor problem behaviors or any major problem behavior, or by the administrators. The student will be given a 24-hour notice before the detention is to be served to allow the student time to make transportation arrangements. Students are responsible for their own transportation home when their behavior warrants a detention. Students who ride a bus, who work, participate in extracurricular activities or who have other transportation problems; are not in any way excused from detention.

### **Big Hall Detentions**

Student assignments to detention hall are made only by the Assistant Principal/Principal. Detentions are a serious matter and can lead to higher consequences. Students attending a detention cannot attend any after school activities on the same day.

<b>DETENTIONS</b>	
<b>Tuesday</b>	<b>2:45-3:50</b>
<b>Thursday</b>	<b>2:45-3:50</b>

Students will be given advance notice of a detention (at least one day) so that their parents may provide for transportation home. Students will be expected to bring school work and to keep busy. No talking or sleeping is permitted. Students are given a notice in their planner. Please check your child's planner to see if they have been assigned a detention.

- Missing a detention or dismissal from detention hall for poor behavior or refusal to work may result in the student being assigned multiple detentions or LAC the following day. Students are responsible for informing their parents of the detention. Parents should pick up students in the front of the school. (Flag Pole Side).

### **In-School Suspension (ISS)**

Students may receive an In-School Suspension (ISS) as a consequence of misbehavior. Students who are assigned an ISS may not attend, participate in or practice for any extracurricular activity on the day they serve the ISS. Students may attend, practice and participate in extracurriculars the day following the completion of the last assigned ISS. Students serving an ISS will receive credit for assignments provided the assignments are completed during the ISS period. It is the student's responsibility to get these assignments. Parents of the students serving an ISS will be notified by letter or phone call. Only an administrator can issue an ISS to a student.

### **Suspension Procedures**

Superintendent shall implement out of school suspension procedures that provide, at a minimum, for the following:

1. before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. a pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall be provided to the parent(s)/guardian(s) and the student, which shall:
  - a. provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. for a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      1. a threat to school safety, or
      2. a disruption to other students' learning opportunities.
    - ii. for a suspension of 4 or more school days, an explanation:
      1. that other appropriate and available behavioral and disciplinary interventions have been exhausted,
      2. as to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      3. that the student's continuing presence in school would either:
        - a. pose a threat to the safety of other students, staff, or members of the school community, or
        - b. substantially disrupt, impede, or interfere with the operation of the school.
    - iii. for a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. a summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **Student Expectations during Suspension**

Suspended student are expected to complete all assignments and may be given alternate assignments when labs cannot be accomplished due to suspensions. Regular contact with the teacher via e-mail, phone, and/or pick up and drop off of assignments through the guidance office are expected to foster and secure student learning during suspension periods. The student should return to school with schoolwork completed.

## **Expulsion Procedures**

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

1. before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. the reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. the time, date, and place for the hearing
  - c. a short description of what will happen during the hearing.
  - d. a statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. a request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. unless the student and parent(s)/guardian(s) indicate that they do not want a hearing, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. during the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## **Corporal Punishment**

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

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

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

## **Dress Code**

- Any student whose appearance causes, a disruption to the educational environment or a safety hazard will need to turn their shirt inside out, wear their PE uniform, be given different clothes, call parents or be sent home for suitable attire.
- If a student refuses to comply or continually dresses inappropriately, disciplinary interventions may be issued. Please check your child's clothes before he/she leaves for school.
- Dress or appearance should fit the occasion.
- No clothing or accessories that display vulgar, suggestive, racial, gender offensive or outlandish pictures will be permitted. (Includes *Hooters Restaurant Shirts*)
- No clothing or accessories that advertise alcohol, tobacco, and/or drugs or that have suggestive lettering or profanity will be permitted.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of other student(s), staff or others may be subject to discipline.
- The school administration will make the final decision to determine if a student's dress is appropriate for school or not.

## **TOPS**

- All tops must be long enough that they can be tucked in if necessary.
- Low cut shirts revealing in nature are not permitted.
- At no time should any undergarments be visible.
- No spaghetti strap tank tops or sleeveless shirts with large armholes.

## **BOTTOMS**

- Shorts, skirts and skorts must extend past one's fingertips when arms are at the sides of one's body.
- Pajama bottoms are not permitted.
- All pants/shorts must be worn properly at the student's waist above the hips at all times.
- No inappropriately ripped or torn clothing. At no time should any undergarments be visible

## **SHOES**

- Appropriate footwear must be worn at all times.

## **ACCESSORIES**

- Hats and sweatshirt hoods may not be worn in the building. Sunglasses are not to be worn in the building unless prescribed by a doctor.
- Coats and jackets should be kept in lockers and are NOT to be worn in classrooms.
- Sweatshirts and sweaters are acceptable classroom attire on cooler school days.
- Heavy neck chains and wallet chains may not be worn at school.
- Purses should be left in the locker and are not permitted in classroom, lunchroom, library, etc.
- Book Bags-Although book bags or other carrying devices will be allowed to transport books and supplies to and from school, students will not be permitted to bring book bags or any other carrying type device into the classroom. Book bags must remain in student lockers throughout the learning hours.
- Hair and head accessories must be worn for the intended purpose and not cause a distraction.

## **Fire and Disaster Drills**

- Periodic fire/tornado and emergency drills are required by law and are an important safety precaution. Each individual teacher will explain the procedure for leaving their room. All students are expected to conduct the drill quietly and quickly for everyone's safety.
- Northlawn also conducts practice lock down drills for both soft and hard lockdowns

## **Food Allergies**

State law requires the 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 and state statutes, and federal and state regulations.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Building Principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability and requires reasonable accommodations in order to access his or her education in a manner similar to non-disabled peers, an individualized Section 504 Plan will be developed and implemented to provide the needed supports.

Not all students with allergies and chronic illnesses may be eligible under Section 504. Our District may be able to appropriately meet a students' needs through other means.

If you believe your child may qualify for services under Section 504, please contact the Building Principal.

## **Graduation Policy**

Participation in the graduation ceremony and the granting of a diploma is a privilege that is earned. Students are not permitted to participate in graduation if:

- They have failed two or more academic subjects.
- If a student is suspended at the time of the ceremony, he or she may not participate in the ceremony.
- Students must attend graduation practice.
- A complete graduation dress code will be given to students prior to the ceremony. Jeans are not allowed to be worn by students participating in the ceremony and strapless dresses need to be worn with a light sweater or cover-up.

Administration reserves the right to make all final decisions on graduation attendance.

## **Head Lice**

- All students may be checked for head lice by trained examiners during the school year.
- Parents of students found with live head lice will be notified and students will be sent home for treatment.
- The day the student returns to school, he/she will be checked by the school nurse. If active head lice are found to be present when the child is rechecked, the student will be sent home until necessary treatment has been completed.

## **Health Services**

- A nurse is scheduled regularly at each district school to provide health services and is on call for any emergency situation.
- First Aid is given to students who may be injured or become ill while in school. It is extremely important that we have current information as to the phone number at home and/or where the parents are employed.
- The school should also have the name and telephone number of a friend or relative who can be contacted in the event that a student becomes ill or is injured and the parents cannot be contacted.

## Honor Roll Eligibility

To determine eligibility for honor roll, students divide their total grade points by the number of academic grades.

Band grades are included in determining the honor roll.

The academic honor roll will be announced at the end of each quarter.

- High Honors: 4.0     Honors: 3.5
- Students with **D, F, E, I** or **U** letter grades do not qualify for the honor roll.

## Hygiene

- Personal hygiene that is offensive or extreme enough to disrupt the classroom environment cannot be tolerated.
- Opportunities (such as showering, use of hygiene products, change of clothing) will be provided for the student to help improve the situation.
- Refusal to comply with request or repeated offenses may result in parent contact and temporary removal from school.

## Library/Media Center/Internet

- Students who have signed the Student Acceptable Use Policy for the current year and who have been issued Technology and Internet Licenses may use the Internet for teacher-directed assignments while under teacher supervision.
- Any abuse to the equipment or any infraction of the agreement will result in partial or complete loss of technology privileges along with any other disciplinary action that is warranted.
- Students will be responsible when using classroom computers and Laptop computers
- The library may be used for school research work and leisure reading.
- When students need help in using the card catalog or automated catalog online for locating materials or using the reference sections, they should ask the library clerk for assistance.
- The library is open daily from 8:00 a.m. until 2:45 p.m. It may be closed 30 minutes each day for the librarian's lunch period.
- Students must have a pass from the teacher assigning the library work, and show it to the library clerk as they sign in.
- Students wishing to check out a book must have their planners containing their library card.
- Most library books may be checked out for a two-week period and may be renewed.
- Magazines may be checked out for 1 day.
- Reference materials do not leave the library.
- Lost books must be paid for at the full replacement cost.
- A student may check out up to two (2) Accelerated Reader books and one (1) other book or magazine at a time.
- A fine will be charged for damage to books beyond ordinary wear. The amount will depend on the extent of the damages.
- Any student having one (1) overdue or lost book will not be allowed to check out a book until the book is returned or paid for.
- Materials removed from the library without proper authorization will be regarded as stolen.

## Lockdown

- A soft lock down is used if there is a reason to keep students in class and out of the hallways. A soft lock down is used for various reasons. Soft lock downs are commonly used if a student or staff member has some type of medical emergency. We also do a random dog search of the building once or twice during the year. During a soft lock down teachers continue to teach. If your child were involved in an emergency, we would call you immediately.
- A hard lockdown results when there is a potential threat to the students/building. All students are locked into the classroom until emergency personnel determine the building is safe.

## Lockers

- 5<sup>th</sup>-8<sup>th</sup> graders will be assigned a school locker to use for the entire school year.
- You should use your locker to store your:
  - [1] books and school supplies,
  - [2] backpack and/or purse
  - [3] coat.
- Your locker is school property and school officials may search your locker - with or without the student's knowledge or consent - if there is reasonable concern of inappropriate materials within the locker.
- You must keep your locker locked at all times. This is for your safety and protection.
- Do not share your locker or your lock combination with any other student.
- Your locker should be cleaned out, at least, on the designated locker clean out days and at the end of the year.
- You will be assigned a lock for your locker to use for the school year. If you lose this lock, you will need to buy a new one from the office (\$7).



## **Lost & Found/Valuable Items**

- You should leave valuable items at home. This is the only way to guarantee their safety.
- The school is not responsible for valuable items that are lost or stolen.
- If you find or lose an item, please check the office. A lost and found table is located in the hallway near the gym.
- Students must keep their locker locked. Students who do not keep their padlock locked on their locker may receive consequences. Locks are for your child's safety. If your child is having trouble learning how to do their combination, we can help.

## **Parent/Teacher Conferences**

- Parent/Teacher conferences may be scheduled by parents or teachers throughout the school year.
- We strongly encourage parents to participate in conferences with their children's teachers.
- Parent/Teacher conference days are scheduled periodically throughout the school year, following each grading period.
- Specific dates are listed on the school calendar.
- If you wish to have a conference with teachers, pupil personnel services (counselor, social worker, psychologist, nurse) or school administrators, please contact the Northlawn office (672-4558).
- We are always happy to meet with parents.

## **Physical Education (PE)**

- All 7<sup>th</sup> & 8<sup>th</sup> grade students participating in PE classes are required to dress in the regulation PE uniform.
- 5<sup>th</sup> and 6<sup>th</sup> graders only need tennis shoes. They do not wear a uniform.
- The uniform consists of a reversible royal blue and white shirt and royal blue mesh shorts.
- The uniforms may only be purchased from the PE Department. The cost is \$25.00.

## **Plagiarism**

Plagiarism is defined as directly copying from a website, book, magazine, journal, or published text without giving credit to the author. Students and their parents are expected to sign an acknowledgement form outlining the Northlawn Plagiarism Policy and the consequences for violating the policy.

## **Point Sheets**

All students carry point sheets with them throughout the day. Point sheets are used as a communication tool between teachers and parents. Teachers record homework and behavioral problems. When students accumulate too many points, classroom consequences and/or administrative consequences are assigned. Accumulation of lost points may impact privileges participation in school activities. Students who maintain a determined amount of points will qualify for incentive activities. When a student accumulates too many points, a parent meeting with teachers and/or an administrator may be requested.

## **Positive Behavior**

Northlawn focuses on a proactive approach for teaching positive behavior and school-wide expectations. Our goal is to reduce the use of reactive discipline measures and instead teach students to be respectful, responsible, and ready to learn. Students in all grade levels are introduced to the matrix in their classes. Students are instructed on various aspects of the matrix and continually reminded by staff of these positively stated expectations. The expectations are specifically explained in the matrix. Students are acknowledged by staff for their positive behaviors. Students are rewarded by positive incentives throughout the year.

## **Report Cards & Mid Term Reports**

- Northlawn Junior High is on a trimester grade reporting system.
- At the end of each grading period, a mid-term report noting academic progress is sent home to the parents of all students. Students must return report cards and mid-terms with a parent signature. Students who fail to return their report cards or mid-terms within one week will receive a detention. Our intent is to make sure report cards make it home to parents. Report cards are issued each twelve weeks. First quarter report cards are picked up during parent teacher conferences.
- Students also take an AIMS Web Assessment in Math and Reading. It is an expectation that students take scores home for parents. If students fail to return score sheets with a signature, students will receive a detention with their advisory teacher from 2:50 p.m. - 3:15 p.m. Parents are able to view student grades online by using a Skyward password. Student work is generally kept updated every two weeks. Please contact your child's teacher if you have any questions.
- Report cards will indicate the number of points students have lost each trimester.

GRADING SCALE			OTHER LABELS		GRADING SCALE	
A	100 - 90	Excellent	E	Effort	A	4.0
B	89 - 80	Good	I	Incomplete	B	3.0
C	79 - 70	Average	M	Medical	C	2.0
D	69 - 60	Needs Improvement	S	Satisfactory	D	1.0
F	59 and below	Failure	U	Unsatisfactory	F	0.0

### **Response to Intervention Team**

- Response to Intervention is a three-level (tier) process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis.
- The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational and social/emotional program.

#### **Tier 1: School-wide Focus**

- This school-wide Tier 1 focus on social-emotional learning will include lessons and activities (primarily during Advisory period) that strives to ensure that all students learn the self-management, communication, decision making, and goal setting skills they need to be successful in life.
- RtI team will meet weekly and focus on a different grade level each week. Grade level teachers will attend meetings to discuss student concerns and get assistance in creating intervention plans to help students be successful in the classroom. Teachers will maintain data on success of interventions and report back to team.

#### **Tier II: Small group/Individual Focus**

Students who are not making significant progress through Tier I will be moved to Tier II where they will be placed in RtI homeroom. This homeroom has a small amount of students in an effort to maximize individual attention for each student.

- The RtI teacher acts as the students' advocate within the school and coordinates with teachers.
- RtI team will develop Intervention plans/alternative plans in an effort to assist students with help from psychologist, social worker, administration, teacher, student, and RtI interventionist. Individual goals will be set for these students based on individual needs.
- The RtI teacher will set up meetings and maintain regular communication with parents.

#### **Tier III: Small Group/Mostly Individualized Focus**

Students who are not successful in Tier II (after several interventions have been attempted which is determined by RtI team) will be referred to alternative classroom for needed assistance. The classroom will be run by a teacher who will supplement an on-line curriculum in an effort to meet student academic needs. Participation in alternative classrooms will vary depending on student need. The goal is to meet student needs and return to the regular classroom as determined by established criteria. Although all students go through the RtI process, the 5<sup>th</sup> grade students have Teaching Assistants who will help facilitate Tier II and II interventions before the alternative classroom is considered.

### **Retention & Promotion Guidelines**

- Any student who fails two (2) or more academic subjects will be considered for retention.
- A student's final grade in each subject is determined by averaging all four (4) quarter grades. (Note: three (3) F's in one subject will be considered failing that subject.) When determining retention, consideration will be given to the student's academic ability, previous retentions, and probability for success.
- The guiding principle will always be, "what is best for the student."
- If a decision to retain is disputed, the final decision will be the responsibility of the superintendent.

- Students who fail one academic subject will be placed at the next grade level. However, these students may be required to repeat the course work and/or attend summer school (if available) before placement is granted.
- Students who successfully complete all grade level course work with a passing grade will be promoted.

### **Social Work Service**

- A social worker is available to help students cope with conflicts, feelings, and other necessary concerns.
- Students may be referred to the social worker by self-referral, administrative referral, or by parent referral.

### **Student Planner**

- You will be expected to take your Daily Planner to all of your classes.
- You are expected to write your daily assignments in the planner.
- You will need to use the passport page to get a pass to go to other parts of the school (library, restroom, etc.).
- If you lose, destroy, or deface your daily planner, you will need to buy a new one (\$8).
- You are expected to have your planner signed by your parent or guardian. Your study hall or homeroom teacher will tell you when it needs to be signed
- Students will receive consequences for not having their planner signed.
- If a student receives a school or classroom detention, it will be stamped in the planner or a note from the teacher will be in the planner.
- Teachers also use the planner as an important form of communication with parents. It is very important that parents in all grade levels check daily for notes from teachers.
- If a student receives a Big Hall detention from administration, there will be a letter stapled in the child's planner.

### **Student Records**

**Before a student may register in our district the following residential requirements must be met:**

1. A student must reside with his/her natural parent or his/her legal guardian. In the case of the legal guardian, verification of this must be presented to school officials.
2. If the parents are divorced, then the student is considered to reside with the parent who has been granted legal custody. Legal documentation must be presented to school officials.
3. If the student does not fall within either of the above situations the parent must have the student declared through the courts as an emancipated student, OR a resident of District #44 must assume legal guardianship of the student for reasons other than solely to attend District 44 schools.
4. If the student does not fulfill any of the above requirements he/she may be denied enrollment.
5. If false residency information is discovered showing that a student does not reside within District boundaries the student will immediately be removed from school, subject to applicable law, and the parents may be charged tuition fees for the days the student was enrolled.

### **Vision Screening**

- Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.
- Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months.
- Vision and hearing screening is mandated in the State of Illinois.

### **Visits to Buildings/Classrooms**

All visitors are required to report to the office immediately upon entering the school building. Visitors will need to enter through the south entrance (1<sup>st</sup> Street Entrance) and receive a visitor tag. Classroom visitors/volunteers must receive prior approval to be in the classroom. Due to privacy and confidentiality of all students, parents are not allowed to observe their child in the classroom.

### **District Policies**

#### **Annual Report Card**

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

<http://www.ses44.net/default.aspx>.

## **Asbestos Statement**

Federal and State guidelines have caused each school district to inspect their various buildings for possible areas that might contain asbestos. Please be aware that since it has been determined that asbestos-containing materials pose possible adverse health effects, all of our district buildings have been inspected for asbestos as required by Federal Guidelines. Each individual school has a copy of its specific management plan. The management plan shall be available during normal business hours, without cost of restriction, for inspection by representatives of EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. Questions regarding this subject should be directed to: Administration Building, 1520 N. Bloomington St., Streator, IL 61364. Please see [Board Policy 4:160](#) for more information.

## **Behavior Interventions**

Behavioral interventions shall be used by teachers, staff, and administrators with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. Behavioral Interventions should be: administered in a manner that respects human dignity and personal privacy; in consideration of the pupil's physical freedom and social interaction; in the furtherance of a pupil's right to placement in the least restrictive educational environment. Please see [Board Policy 7:230](#) for more information.

## **Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

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

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

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

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

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

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

### **Child Abuse Reporting**

Pursuant to Illinois law, school employees are obligated to report incidents in which employees have reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child. These incidents must be reported to the Department of Children and Family Services. Please see [Board Policy 5:90](#) for more information.

### **Child Sex Offender Notification**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his/her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. Please see [Board Policy 8:30](#) for more information.

### **Criminal Background Check and/or Screen**

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees, student teachers, students doing field or clinical experience other than student teaching, contractors' employees who have direct, daily contact with one or more children, and resource persons and volunteers. He/she shall take appropriate action based on the results of any criminal background check and/or screen.

### **Diabetes Care Plan**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Disability Accommodations**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Education of Children with Disabilities**

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

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the District to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

The District is a member of the LaSalle County Education Alliance for Special Education (LEASE), which provides class placement and other services for various handicaps. Operated under the provisions of The School Code of Illinois (Section 14) and the regulations of the Illinois State Board of Education, program costs are shared by the local districts and the state. The programs, including transportation, are provided without charge to the parents. Procedures for placement of the handicapped child shall follow the guidelines in the Illinois State board of Education's Rules and Regulations to govern the Administration of Special Education.

If necessary, students may also be placed in nonpublic special education programs or education facilities. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Please see [Board Policy 6:120](#) for more information.

### **English Language Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education and meet the challenging State academic standards expected of all students. Please refer to [Board Policy 6:160](#) for more information.

### **Enrollment Requirements**

Parents/guardians enrolling in the District for the first time must present: A certified copy of the student's birth certificate, proof of residence as required by [Board Policy 7:60](#), proof of disease, immunization or detection, and the required physical examination, as required by State law and [Board Policy 7:100](#).

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of the State law and must not be charged tuition. Please see [Board Policy 7:60](#) for more information.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race nationality, religion, sex, physical and mental handicap or disability, gender identity, state of being homeless order of protection status, actual or potential marital or parental status, including pregnancy, and any other legally protected category. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School [Board Policy 8:20](#), *Community Use of School Facilities*. Any student may file a discrimination grievance by using [Board Policy 2:260](#) Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using [Board Policy 2:260](#), *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-2.8). Please see [Board Policy 7:10](#) and [2:260](#) for more information.

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

The Superintendent will recommend to the School Board for adoption what a schedule of fees, if any, will to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available. The application forms are available from the Building Principal.



A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guideline, with the same limits based on household size, that are used for the federal free meals program. Please see [Board Policy 4:140](#) for more information.

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

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Grading and Promotion**

Placement, promotion, or retention shall be made in the best interests of the student, after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the IAR testing or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance, except for rules and regulations aligned with special education. The administration shall determine remedial assistance for a student who is not promoted. In accordance with the Illinois Education Reform Act, students who by teacher judgment and by student assessment results demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed by the District in consultation with the parent/guardian. The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modification in the instructional program, or retention in grade. The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student’s final grade include:

- A miscalculation of test scores,
  - A technical error in assigning a particular grade or score,
  - The teacher agrees to allow the student to do extra work that may impact the grade,
  - An inappropriate grading system used to determine the grade, or
  - An inappropriate grade based on an appropriate grading system.
- Should a grade change be made, the administrator making the change must sign the changed record.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

### **Homeless Child**

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

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

For assistance and support, please contact the Director of Special Services. Please see [Board Policy 6:140](#) for more information.

### **Immunization, Health, Eye and Dental Examinations**

**Required Health Examinations and Immunizations:** Prior to the first official day of attendance, a student’s parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by State law within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning. A diabetes screening is a required part of each health examination; diabetes testing is not required.

Failure to comply with the above requirements prior to the first day of school will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. Compliance with the above requirements, unless an exemption or extension applies is a condition of enrollment, and students who are not in compliance will not be allowed to attend school. New students who are first-time registrants after the first day of the current school year 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 the deadline, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

**Students with Asthma:** District 44 requests families of an asthmatic student to submit an Asthma Action Plan from their healthcare provider. We encourage students with other chronic health conditions to request and submit plans from their healthcare providers. District 44 has an Asthma Episodes Emergency Response Protocol in place.

**Eye Examination:** Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. Schools shall not exclude a student from attending school due to failure to obtain an eye examination. A student will be exempt from eye examination requirements if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Certain students receive vision and hearing screenings as mandated by **Illinois School Code**. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

**Dental Examination:** All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child’s report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. A student will be exempt from the dental examination requirements if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

**Religious/Medical Exemption:** A student will be exempt from the above requirements based upon religious or medical grounds if the student’s parent/guardian provides a completed Certificate of Religious Exemption to the principal.

### **Instruction Regarding Recognizing and Avoiding Sexual Abuse**

Erin’s Law requires all schools to provide child sexual abuse prevention education for all students, K-12 yearly. The law also requires educators to take part in training classes that cover sexual abuse and how to recognize warning signs. If parents choose to NOT have their child participate in this education, parents will need to sign the “opt-out” form found in your school office. Please see [Board Policy 6:60](#) for more information.

### **Internet Acceptable Use**

Student access to the District’s electronic network must be for the purpose of education or research and be consistent with the District’s educational objectives. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the network resources. A violation of any of these provisions could cause termination of your account and future access could be denied. Your signature during online registration is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

1. **Acceptable Use** - Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your privileges must be in support of education and research, and consistent with the educational objectives of the Streator Elementary School District 44. Transmission of any material in violation of a United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene



- material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrator, and/or the administration will deem what is inappropriate use. Also, the system administrator and/or administration may revoke privileges at any time as required. Decisions by the District regarding appropriate use and revocation of privileges are final.
  3. **Unacceptable Use** - You are responsible for your actions and activities involving the use of technology devices, network, and internet. Some examples of unacceptable use are:
    - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
    - b. Downloading of copyrighted material for other than personal use.
    - c. Using the network for private financial or commercial gain.
    - d. Wastefully using resources, such as file space.
    - e. Gaining unauthorized access to resources or entities.
    - f. Invading the privacy of individuals.
    - g. Using another user's account or password without permission of the user and the principal or system administrator.
    - h. Posting material authored or created by another without his/her consent.
    - i. Posting anonymous messages.
    - j. Using the network for commercial or private advertising.
    - k. Accessing abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
    - l. Submitting, posting, publishing, or displaying any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
    - m. Using the network while access privileges are suspended or revoked.
    - n. Electronic tampering with school or student records, documents, files, computer hardware, and computer software.
    - o. Attempting to gain unauthorized access to the system(s), or to go beyond their authorized access.
    - p. Deliberately attempting to disrupt the performance of any computer system or destroy data via a virus or any other means.
    - q. Use any device to engage in any illegal act.
    - r. Vandalism of any kind will revoke privileges, result in disciplinary actions, and will require restitution for costs associated with hardware, software and system restoration.
  4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - a. Be polite. Do not write or send abusive messages to others.
    - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - c. Do not reveal personal addresses or telephone numbers of any staff or students at SES #44.
    - d. Recognize that electronic mail (E-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - e. Your use of Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages).
    - f. Consider all communications and information accessible via the network should be assumed to be private property.
  5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. **Indemnification** - The user agrees to indemnify the School District for any loss, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. .
  7. **Security** - Network security is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Follow the following guidelines:
    - a. If you identify a security problem on the network, you must notify a system administrator and/or the administration.
    - b. Do not demonstrate the problem to other users.
    - c. Attempts to login as any other user will result in cancellation of user privileges.
    - d. Attempts to login as a system administrator will result in cancellation of user privileges.
    - e. Keep your account and password confidential.
  8. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, network, Internet or district owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses. Damage to any technology may result in loss of privileges, disciplinary action, and restitution for costs associated with repair or device replacement. Costs will be determined by SES Technology Department.
  9. **Respecting Technology Equipment is user's responsibility** -
    - a. Users will exercise caution when handling technology devices.
    - b. Users will follow guidelines for proper usage of equipment.
    - c. Users will not use another person's computer resources without authorization.

- d. Users will not knowingly destroy any Electronic Communication Device technology equipment including but not limited to keyboards, mice and peripherals.

**10. Guidelines for proper usage of laptop.**

- a. Never carry by the screen (could crack screen).
- b. Don't slam the lid (could crack screen).
- c. Never close with something on the keyboard (could crack screen).
- d. Clean screen with lint free cloth.
- e. Be careful with power cord. Don't place in location that anyone could trip over it.
- f. Don't wrap the cord tightly around itself.
- g. Food and drink should be kept away from the laptop.
- h. Do not place laptop on stacks of papers, blankets, or upholstery, or anything else that can act as an insulator. The bottom of your laptop is a cooling surface.
- i. Keep your laptop away from edges of tables and desks.
- j. Always carry your laptop with two hands and the lid closed.
- k. Stay out of the inside of the computer.
- l. Make sure you place laptop on a clean surface and have clean hands when using.
- m. Don't use aerosol sprays, solvents, or abrasives to clean.

**11. Telephone Charges**

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

**12. Copyright Web Publishing Rules**

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

- 1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- 2. Student and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- 3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- 4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- 5. Student work may only be published if there is written permission from both the parent/guardian and student.

**13. Use of Electronic Mail**

The District's electronic mail system, and constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and 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.

**14. Internet Safety**

Internet access is limited to only those acceptable uses as detailed here. Staff members will supervise students using District Internet access to ensure that the students abide by these Terms and Conditions for Internet access.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

### **15. Student Authorization for Electronic Network Access**

*The following form must be signed during online registration when a student will have unsupervised Internet access or when supervision will be minimal.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Please see [Board Policy 6:235](#) for more information.

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

A student will be physically restrained ONLY for therapeutic reasons or in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other behavioral interventions have been ineffective. Isolated time out and physical restraints will not be used as a means of discipline or punishment. Any use of time out or physical restraining is subject to ISBE rules and regulations, including reporting requirements to parents and the state.

### **Migrant Education Program for Parent/Guardian Involvement**

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children. Please refer to [Board Policy 6:145](#) for more information.

### **Notice of Medicaid Reimbursement**

This notice is primarily for the attention of parents who have children who receive special education and/or related services.

Medicaid reimbursement is a source of federal funds approved by Congress to help School Districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, the District will claim reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims, do nothing. Local school districts are required to inform you of Medicaid reimbursement each year.

### **Pest Management**

The District has an Integrated Pest Management (PM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on the list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Please contact your school office if you wish to be added to the registry. Please see [Board Policy 4:160](#) for more information.

### **Safety Drills**

Pursuant to The School Safety Drill Act (105 ILCS 128), safety drills will occur at times established by the Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in place) drill, a minimum of one (1) law enforcement drill

and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. Drills may not be preceded by a warning to the students.

### **School Sponsored Publications and Web Sites**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, advocates a disregard for law, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. Please see [Board Policy 7:310](#) for more information.

### **School Wellness**

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators and community. Please see [Board Policy 6:50](#) for more information.

### **Search and Seizure**

The Board recognizes its responsibility to maintain order, security, and a drug-free environment. In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots) and may make reasonable regulations regarding its use, as well as personal effects left there by a student, without notice to or the consent of the student. The Superintendent or designee 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 also search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Please see [Board Policy 7:140](#) for more information.

### **Sex Education Instruction**

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

### **Sexual Harassment**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; 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 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, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of

different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 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.

Please see [Board Policy 7:140](#) for more information.

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

As guided by the Illinois Elementary School Association protocol for implementation of the National Federation of State High School Associations NFHS Sports Playing Rule for Concussions:

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

Coaches acting as designees of the superintendent will provide student athletes and their parents/guardians with Parent Consent Forms and educational materials from the Illinois Elementary School Association regarding the definition and symptoms of concussions and head injuries and playing rules. Staff members are required to notify the parent/guardian of a student who exhibits symptoms consistent with a concussion.

### **Student Misconduct by Students with Disabilities**

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

### **Student Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, they must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No School District non-administrative employee, except certified school nurses, shall be required to administer medication to students. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. In addition, this policy does not prohibit a child's parent/guardian from coming to school to administer their child's medication. A student whose health problem requires the administration of medication as a special education related service must be provided the necessary medication administration in compliance with the student's IEP.

A student may possess an epinephrine auto-injector, e.g. EpiPen®, diabetes medication pursuant to his/her Diabetes Care Plan, and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School 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. Please see

[Board Policy 7:270](#) for more information. The administration of a medical cannabis infused product to a student is governed by Board Policy.

## **Student Privacy Protections**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. District officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. political affiliations or beliefs of the student or the student's parent/guardian.
2. mental or psychological problems of the student or the student's family.
3. sexual behaviors or attitudes.
4. illegal, anti-social, self-incriminating, or demeaning behavior.
5. critical appraisals of other individuals with whom students have close family relationships.
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. income other than that required by law to determine program eligibility.

The student's parent(s)/guardian(s) may inspect the survey or evaluation upon receipt, and refuse to allow their child to participate in the survey. The District will not penalize any student whose parent/guardian exercised this option.

Please see [Board Policy 7:15](#) for more information.

## **Student Records**

### **General Procedures for Transferring Student Records**

The District complies with the *Illinois School Student Records Act* and the *Family Educational Rights and Privacy Act* (FERPA) with respect to a student's education records.

***Transfer of Student Records to District 44.*** Any child transferring to District 44 from another Illinois public school district must show evidence of being in good standing at the time of registration. Children in first through eighth grades should have a transfer or report card indicating the expected grade placement when they register.

***Transfer of Student Records from District 44.*** Parents should notify the school office as soon as possible of any child transferring from District 44 to another Illinois public school district. Transfer request forms must be signed to comply with *the Family Educational Rights and Privacy Act* (a description of the Act is included at the end of this section of the Handbook).

Eighth-graders' student-identifying information, parent data, and emergency contact, medical, and disability (if applicable) information will be forwarded during the eighth-grade year to Streator High School. Parents and/ or guardians of eighth graders have the right to inspect, copy, and/or challenge this information and must notify the student's middle school building principal by September 30 of their intent to do so.

Eighth-graders' academic records and special education records, if applicable, will be forwarded at the end of the eighth-grade school year to Streator High School. Parents and/or guardians of eighth graders have the right to inspect, copy, and/or challenge this information and must notify the student's middle school building principal by May 15 of their intent to do so.

From time to time, basic directory information for grades K-8 (including home address) must be provided to Streator High School. Parents and/or guardians have the right to inspect, copy, and/or challenge this information and must notify the student's building principal by September 1st of their intent to do so.

**Transfer of Permanent and Temporary Student Records**

Whenever a student transfers from one school district to another, the cumulative record of the pupil, or a copy of the record, shall be transmitted to the district to which the student transfers, provided a request for such cumulative records is received from the district to which the transfer is made.

**Transfer and Retention of Student Disciplinary Records**

Up-to-date records of all discipline referrals and penalties will be retained by the building principal.

**Definition of Permanent Student Records**

Permanent records will be maintained in the District for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Notification shall be given to the parents of students at the time of transfer, graduation, or withdrawal of the District's requirement to maintain permanent records for 60 years.

Permanent records of graduating 8th-graders will automatically be forwarded to the high school of attendance. The student's permanent record shall consist of the following:

1. Basic identifying information, including student's directory information and the parents' names and addresses, birthdate and place, and gender
2. Academic transcripts and records, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
3. A student's attendance record
4. A student's accident reports and health record
5. Record of release of permanent record information

**Definition of Temporary Student Records**

Temporary student records consist of all information not required to be in a student's permanent record. Temporary student records will be destroyed five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

Before any temporary student record is destroyed or information is deleted from the temporary file, a parent shall be given reasonable prior notice in accordance with applicable regulations adopted by the State Board of Education. An opportunity to copy the records and information proposed to be destroyed or deleted will be provided.

Temporary student records may include but are not limited to the items listed as follows:

1. Background information about the student's family
2. Group and individual intelligence test scores
3. Individual aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality, behavior, and any other academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Records of participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files including multi-disciplinary staffing reports on which placement decisions were based
11. Any and all records and tape recordings relating to special education placement hearings and appeals
12. Any verified reports or information from non-educational persons, agencies, or organizations
13. Other verified information of clear relevance to the education of the student
14. Record of release of temporary record information

**Release of Permanent or Temporary Student Records**

A parent or student may not be forced by any person or agency to release information from the temporary record including employment, credit, or insurance. The District shall grant access to, or release information from, school student records without parental consent or notification under the conditions listed below.

1. To an employee or official of the school or school district or the Illinois State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest; or
2. To any person for the purpose of research, statistical reporting, or planning, provided that (1) such person has the permission of the Illinois State Superintendent of Education, and (2) no student or parent can be identified from the information released; or
3. Pursuant to a court order, provided that the procedures outlined in the Illinois School Student Records Act are observed.



### **Custodian of Permanent and Temporary Student Records**

The principals of the last school of attendance, typically the middle school for a child who matriculates through the entire system, shall be designated as the records custodians for the district. Permanent records are transferred with a student to his or her new school prior to eighth grade.

### **Release of Directory Information**

Directory information may be released to the general public and the press without prior notice or consent, unless a parent specifically requests that any or all such information not be released for his or her child. The parental notification must be made annually, before the start of the school year, to the building principal. Directory information shall be limited to the following:

1. Identifying information including such things as name, address, gender, grade level, birthdate and place, and parents' names and addresses;
2. Information about an individual student's academic awards, degrees, and honors;
3. Information relating to an individual student's school-sponsored activities and participation in school-related organizations and athletics;
4. Information about an individual student's major field of study; and
5. Period of attendance in school.

### **Changes in Directory Information**

Parents must notify the school office immediately of any changes in the Directory information of a student. Directory information includes address, phone number, work numbers, or any other essential information needed for the maintenance of accurate student records.

### **Permission to Videotape/Photograph a Student**

During the school year, persons authorized by the District may take photographs for educational, evaluative, or publicity purposes. Videotapes may be shown on cable television or otherwise screened publicly. Photographs may appear in District publications, the yearbook, or community newspapers.

Annually, the District includes in registration materials videotape/photo release options. Each student's parent or guardian who wishes to deny permission to videotape/photograph the student must "opt out" by checking the appropriate box stating the following: "NO, do not publish photos or works of my child for informational, public relations, or other appropriate reasons. In choosing to exclude my student, I understand that my student's name will not be included in event programs or award listings in local media or on school district websites. The required Opt-Out form (available for download from the online registration form) must be signed by the parent/guardian and mailed or delivered to the student's school principal on or before the first day of attendance each school year. The parent must submit the Opt Out form annually; a form for a previous school year will not carry over.

### **Authorization for Parental Inspection of Student Records**

The Board of Education collects and maintains appropriate information and records regarding students attending District schools. Parents and/or legal guardians shall be allowed to inspect and review all materials in their child's cumulative folder. This review will take place in the presence of the building principal or his or her designee.

If requested, parents and/or legal guardians shall be granted a hearing to challenge the content of the student records. In addition, appropriate administrative guidelines are established for the collection, maintenance, and dissemination of information contained in the student files. These guidelines are consistent with provisions in the *Family Educational Rights and Privacy Act of 1974*, Section 122.50 of the Illinois Rules and Regulations, to govern student records.

### **Procedures for Parental Inspection of Student Records**

The following procedures are to be followed when implementing the Board's policy dealing with parental inspection of student records.

1. Parents and/or guardians wishing to inspect the cumulative records of their children shall call the school for an appointment with the school principal or designee.
2. The appointment for the inspection shall be scheduled for a date no later than 15 school days from the request.
3. Authorized persons or agencies, other than parents and/or guardians, desiring access to student records shall be required to sign a written form stating the legitimate educational interest they have in seeking the information. The completed form shall be kept permanently with the student's file. Parents must be notified in advance before inspection by an outside agency.
4. The principal or his or her designee will be present at all times while the records are being inspected by parents or an outside agency.
5. A period of up to fifteen (15) school days will be allowed for staff to consolidate information when parents or guardians wish to inspect an individual student's current academic records.
6. Parents and/or guardians will not be permitted to remove any items from the cumulative folder or take any academic records from teachers.
7. Should a copy of any records be requested by a parent or guardian, such copies will be given to parents at a cost of 10 cents per page.



8. A parent or guardian may challenge the contents of the student records. The decision of the principal may be brought to the superintendent for review by the parents and/or guardians. A review of the superintendent's decision may be requested by the Board of Education, whose decision is final.
9. A copy of the *Family Rights and Privacy Act of 1974* is available in each principal's office for parents and/or guardians to review.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The following paragraphs summarize those rights but should not be considered a legal interpretation of the limits of FERPA. Under FERPA, a student's parents and/or guardians have the following rights.

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official written requests that identify the record(s) he or she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/ guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that he or she believes is inaccurate or misleading. Individuals should write the District official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person, company, or school with whom the District has contracted or intends to contract (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

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

Suicide and depression awareness and prevention are important goals for the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. Please see [Board Policy 7:290](#) for more information.

### **Teacher Qualifications**

**Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications** – As a parent/guardian of a student at a Title 1 school of the Elementary and Secondary Education Act, you have the right to request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any: Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived; Whether the teacher is teaching in the field of discipline of the teacher's licensure and Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

Please see [Board Policy 5:190](#) for more information.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students or parents should contact school administration or social worker if an incident has occurred. Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or

any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Please see [Board Policy 7:185](#) for more information.

### **Testing Transparency**

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

### **Title 1 Programs**

The District maintains programs, activities, and procedures for the engagement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities and procedures are described in the District-level and School-level compacts listed in [Board Policy 6:170](#).

**Title I Parent and Family Engagement** - The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

**District-Level Parent and Family Engagement Compact** - The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

**School-Level Parent and Family Engagement Compact** - Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **Transportation**

The District shall provide a safe, efficient system of transportation for all students in the District. The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus drivers shall remain in the bus at all times when children are on board. There are two exceptions to this rule: a) in the case of an emergency and the bus driver must leave to get help; b) if there is a supervisor, aide, chaperone or other appropriate adult on the bus.

Please see [Board Policy 4:110](#) for more information.

### **Using Animals in the Educational Program**

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.

### **Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel, , subject to confidentiality laws governing the release of such videos.

### **Visitors to and Conduct on School Property**

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in at the school office and wear a Visitor's Badge. Any person wishing to confer with a staff member shall contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teachers' preparation period. When leaving the school, visitors must return their badge. Please refer to Board Policy 8:30, *Visitors to and Conduct on School Property*, for more information. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors will be escorted to their location by a staff member. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all District rules, including Board Policy 8:30, *Visitors to and Conduct on School Property*, during their time on District property and at District-sponsored events. 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.

Any staff member may request identification from any person on school property. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. Please see [Board Policy 8:30](#) for more information.

### **Weapons Prohibited**

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

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

**Approved by the Streator School District #44 Board of Education on March 17, 2020**