



Minooka Jr. High School
Minooka Intermediate School
2016-2017

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2016 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

TABLE OF CONTENTS

<p>Superintendent's Message.....03</p> <p>Minooka Community Consolidated School District #201</p> <p style="padding-left: 20px;">School/Building Address/Contact Information.....04</p> <p style="padding-left: 20px;">Board of Education05</p> <p>Minooka Community Consolidated School District #201</p> <p style="padding-left: 20px;">2015-2016 School Calendar.....100</p> <p>I. School Hours101</p> <p>II. Emergency School Closing.....101</p> <p>III. Fees, Fee Policies, and Insurance101</p> <p>IV. Lunch Policy.....102</p> <p>V. Student Health.....102</p> <p>VI. General District Rules104</p> <p>VII. School Bus Safety Procedures.....105</p> <p>VIII. Truancy Policy/Student Absences106</p> <p style="padding-left: 20px;">Pre-Arranged Absences107</p> <p>IX. School Visitations108</p> <p>X. Student Evaluation108</p> <p style="padding-left: 20px;">Summer School.....109</p> <p style="padding-left: 20px;">Student Promotion109</p> <p>XI. Accelerated Programs/Special Education Identification110</p> <p>XII. Physical Education110</p> <p>XIII. Nondiscrimination Policies and Grievance Procedures110</p> <p style="padding-left: 20px;">Sex Equity Policy and Grievance Procedure (Board Policy 7:10)110</p> <p style="padding-left: 20px;">Sexual Harassment (Board Policy 7:20)111</p> <p style="padding-left: 20px;">Uniform Grievance Procedure (Board Policy 2:260)111</p> <p>XIV. Confidential Communications.....111</p> <p>XV. Authorization for Internet Access111</p>	<p>XVI. Student Records 112</p> <p style="padding-left: 20px;">Notification to Parents and Students of Rights Concerning a Student's School Records..... 112</p> <p>XVII. Discipline Policy 114</p> <p style="padding-left: 20px;">Disciplinary Consequences Including Suspension/Expulsion From School..... 114</p> <p style="padding-left: 20px;">Minor Offenses 114</p> <p style="padding-left: 20px;">Disciplinary Action for Minor Offenses..... 115</p> <p style="padding-left: 20px;">Severe Offenses 115</p> <p style="padding-left: 20px;">Disciplinary Action for Severe Offenses/Gross Disobedience or Misconduct 115</p> <p style="padding-left: 20px;">Hazing 116</p> <p style="padding-left: 20px;">Threatening Behavior/Language/Gestures..... 116</p> <p style="padding-left: 20px;">Bullying Cyberbullying 116</p> <p style="padding-left: 20px;">Teen Dating Violence (Policy 7:185) 116</p> <p style="padding-left: 20px;">Reciprocal Reporting of Criminal Offenses Committed by Students 117</p> <p style="padding-left: 20px;">Drug and Alcohol Policy 117</p> <p style="padding-left: 20px;">Self Referral..... 117</p> <p style="padding-left: 20px;">Suspension and Expulsion Procedures 117</p> <p style="padding-left: 20px;">Corporal Punishment..... 118</p> <p style="padding-left: 20px;">Search and Seizure Guidelines 118</p> <p>XVIII. School Awards and Recognition..... 118</p> <p>XIX. Extracurricular Organizations and Activities 119</p> <p>XX. Athletics 120</p> <p>XXI. Pesticide Registration 122</p> <p>XXII. Parental Rights..... 122</p> <p>XXIII. Amendments 122</p> <p>Consent to Use of Materials on Web Site 123</p>
---	---

SUPERINTENDENT'S MESSAGE WELCOME TO THE 2016-2017 SCHOOL YEAR

Included in this Student Planner you will find the updated Minooka 201 Student Handbook. This handbook was developed to serve as a guideline for our students to succeed in our schools and beyond. As we begin the 2016-2017 school year, we want to ensure that every student has the opportunity to receive the education of their children. Active parents are in our schools and are better consumers of the education.



LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!
When you're finished with your handbook updates,
we'll make sure your Table of Contents matches.

Community
The Minooka District #201 school community has long been known for the high quality, affordable academic programs offered in our schools. We have enjoyed a tradition of academic excellence, community involvement in our schools, and community support for our schools. Only by working together can students, parents, teachers, staff and the community help every child reach their individual potential and keep our schools on a path of continuous improvement. I encourage everyone in the Minooka District #201 school community to exercise the right, take advantage of the privilege, and accept the responsibility to contribute to the success of every child enrolled in our schools.

The Minooka 201 Handbook is an integral part of the communication link between home and school. The handbook contains important information on school district services, procedures, regulations, and expectations for our children. We ask that you spend some time with your children and review the information found in this handbook. Reading the handbook will allow parents and students to better understand and utilize the outstanding academic opportunities provided in our schools.

Welcome to the 2016-17 School Year in Minooka 201. Let's make it a great year together!

Sincerely,
Kristopher P. Monn, Ed.D.
Superintendent of Schools
Minooka CCSD 201

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #201

District #201 Central Office

305 West Church Street
Minooka, Illinois 60447
Phone # (815) 467-6121
Fax # (815) 467-9544

Assistant Superintendent

305 West Church Street
Minooka, Illinois 60447
Phone # (815) 467-3127
Fax # (815) 467-3125

Minooka Elementary School

400 Coady Drive
Minooka, Illinois 60447
Phone # (815) 467-2261
Fax # (815) 467-4423

Minooka Intermediate School

321 West McEvilly Road
Minooka, Illinois 60447
Phone # (815) 467-4692
Fax # (815) 467-3121

Minooka Junior High School

333 West McEvilly Road
Minooka, Illinois 60447
Phone # (815) 467-2136
Fax # (815) 467-5087

Aux Sable Elementary School

1004 Misty Creek
Minooka, Illinois 60447
Phone # (815) 467-5301
Fax # (815) 467-2166

Jones Elementary

800 Barberry Way
Joliet, Illinois 60431
Phone # (815) 290-7100
Fax # (815) 290-7120

Walnut Trails Elementary

301 Wynstone Drive
Shorewood, Illinois 60404
Phone # (815) 290-7400
Fax # (815) 290-7420

District #201 Transportation

700 East Minooka Road
Minooka, IL 60447
Phone # (815) 467-5133
Fax # (815) 467-9484

Minooka Primary Center

305 West Church Street
Minooka, Illinois 60447
Phone # (815) 467-3167
Fax # (815) 467-3168

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #201 BOARD OF EDUCATION

Mr. James Satorius, President
P.O. Box 621
Minooka, IL 60447
Phone # (815) 467-6043
jjms@cbcast.com

Mr. Ed Cronin
901 Caprice Drive
Shorewood, IL 60404
Phone # (815) 729-3175
ecronin@ftdi.com

Mr. John Clucas, Vice-President
409 Stanford Drive
Shorewood, IL 60404
Phone # (773) 729-0841
iclucas@min201.org

Mrs. Vicki Allen
218 Shawnee Drive
Minooka, IL 60447
Phone # (815) 467-1550
va1231@yahoo.com

Mr. Al Skwarczynski, Secretary
212 Deerhaven Drive
Minooka, IL 60447
Phone # (815) 467-4677
askwarczynski@min201.org

Mr. Douglas P. Martin
704 Joanne Drive
Shorewood, IL 60404
Phone # (815) 729-3890
douglasmartin@martincement.com

Mr. Curt Jebens
703 E. Coady Drive
Minooka, IL 60447
Phone # (815) 467-6722
cjebens@sbcglobal.net

District Website: www.min201.org

The District #201 Board of Education meets regularly on the fourth Wednesday of each month at 7:00 p.m., in the District Office Boardroom located at the Minooka Primary Center. Citizens are cordially invited to these public meetings. Special meetings are also frequently held. All meetings, regular and special, receive advance notice.

(Please note: occasionally the regular meeting date is changed.)

Items can be placed on the agenda by calling the District #201 Superintendent of Schools at least one week before the scheduled meeting. Approved minutes, treasurer's report and list of bills are available in the Superintendent's Office and also on the min201.org website.



MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #201
2016-2017 SCHOOL CALENDAR

Thurs.	Aug. 11	New Teacher Orientation Day
Fri.	Aug. 12	New Teacher Orientation Day
Mon.	Aug. 15	Teacher Institute Day - <u>No Student Attendance</u>
Tues.	Aug. 16	Teacher Institute Day - <u>No Student Attendance</u>
Wed.	Aug. 17	First Student Attendance Day - Grades K-8
Thurs.	Aug. 18	First Student Attendance Day - EC/DK/Pre-K
Mon.	Sept. 5	Labor Day Holiday - <u>No Student Attendance</u>
Fri.	Sept. 16	Early Release (5 hour) School Improvement
Fri.	Sept. 16	Progress Reports Sent Home
Fri.	Oct. 7	Early Release (5 hour) School Improvement
Mon.	Oct. 10	Columbus Day - <u>No Student Attendance</u>
Fri.	Oct. 14	End of First Quarter (54 days)
Fri.	Oct. 21	Early Dismissal (5 hour)
Fri.	Oct. 28	Teacher Institute Day - <u>No Student Attendance</u>
Thurs.	Nov. 3	Early Dismissal (5 hour) SIP/Parent Teacher Conferences/2:00-8:00 PM
Fri.	Nov. 4	Parent Teacher Conferences - <u>No Student Attendance</u>
Fri.	Nov. 4	End of 1 st Trimester (Kindergarten)
Fri.	Nov. 11	Veteran's Day - <u>School in Session</u>
Fri.	Nov. 18	Progress Reports Sent Home
Wed.	Nov. 23	Thanksgiving Vacation - <u>No Student Attendance</u>
Thurs.	Nov. 24	Thanksgiving Day - <u>No Student Attendance</u>
Fri.	Nov. 25	Thanksgiving Vacation - <u>No Student Attendance</u>
Wed.	Dec. 21	Early Dismissal (5 hour)
Wed.	Dec. 21	End of Second Quarter (43 days)
Dec. 22-	Jan. 3	Winter Break
Wed.	Jan. 4	Teacher Institute Day - <u>No Student Attendance</u>
Thurs.	Jan. 5	School Resumes
Fri.	Jan. 13	Early Release (5 hour) School Improvement
Mon.	Jan. 16	Martin Luther King, Jr. Birthday - <u>No Student Attendance</u>
Fri.	Jan. 27	Early Dismissal (5 hour)
Wed.	Feb. 8	Progress Reports Sent Home
Thurs.	Feb. 9	Early Dismissal (5 hour) Parent Teacher Conferences/4:00-7:00 PM
Fri.	Feb. 10	Parent Teacher Conferences - <u>No Student Attendance</u>
Fri.	Feb. 10	End of 2 nd Trimester (Kindergarten)
Mon.	Feb. 20	President's Day - <u>No Student Attendance</u>
Fri.	Feb. 24	Teacher Institute Day - <u>No Student Attendance</u>
Mon.	Mar. 6	Casimir Pulaski Day - <u>School in Session</u>
Fri.	Mar. 10	End of Third Quarter (43 days)
Fri.	Mar. 10	Early Release (5 hour) School Improvement
Thurs.	Mar. 24	Early Release (5 hour) School Improvement
Mar. 27 -	Mar. 31	Spring Break
Thurs.	Apr. 13	Early Release (5 hour) School Improvement
Fri.	Apr. 14	Good Friday - <u>No Student Attendance</u>
Mon.	Apr. 17	Easter Monday - <u>No Student Attendance</u>
Apr. 27	May 20	PARCC Testing-EOY
Tue.	May 2	Progress Reports Sent Home
Thurs.	May 25	Last Day of EC/DK/Pre-K
Thurs.	May 25	Last Student Attendance Day (if no emergency days used) (5 hours)
Thurs.	May 25	End of Fourth Quarter (47 days)
Thurs.	May 25	End of 3 rd Trimester (Kindergarten)
T.B.D.	T.B.D.	8 th Grade Graduation
Fri.	May 26	Teacher Institute
Mon.	May 29	Memorial Day - <u>No Student Attendance</u>

I. SCHOOL HOURS

- A. Student class hours are: 7:40 a.m.-2:30 p.m. Intermediate; 7:45 a.m.-2:35 p.m. Junior High
- B. Students who do not ride the bus are to arrive at school no earlier than ten minutes prior to starting time.
- C. Once students arrive at school, they are not to leave the school grounds unless proper permission has been granted.
- D. Any student who arrives after school has begun or leaves early must report to the school's office to receive a pass. Parents at each school must sign their child(ren) in and out, in person, from the office. Identification may be required.
- E. Parents of students who will be absent should call the respective school office by 9:00 a.m. to report their child's absence.

II. EMERGENCY SCHOOL CLOSING

- A. School may be closed due to
 - weather,
 - physical plant malfunction,
 - or unforeseen emergency.
 1. Should an emergency school evacuation be necessary, tune to one of the following radio/TV stations to find out where our schools will evacuate. Do not call or drive to the schools. The school will be following its own evacuation procedures, and you will probably not be able to make connections.
 2. If the schools must be closed after the beginning of the day, due to weather or physical plant malfunctions, the following radio/TV stations will be contacted. Please do not call the schools concerning closings.
- B. Information concerning school closing will be given on the following stations:
- C. Late starts due to weather may delay opening of schools up to one hour.
- D. If school is cancelled, after school activities for that day will also be cancelled.

Radio

WMAQ (Chicago) 670 AM WGN (Chicago) 720AM

WCSJ (Morris) 1550AM WJDK (Morris) 95.7FM

WBBM (Chicago) 780 AM

Television

CBS Channel 2 WGN Morning News Fox 32 CLTV News

Internet

www.weatherclosings.com or www.min201.org www.emergencyclosingcenter.com

Emergency Closing Center Hotline

1-847-238-1234 then enter 815-467-6121 to hear about Minooka Community Consolidated #201.

III. FEES, FEE POLICIES, AND INSURANCE

- A. For a listing of fees for the 2015-2016 school year, please contact the school where your child will be attending.

FEES MUST BE PAID IN FULL AT THE TIME OF REGISTRATION.

- B. In accordance with Board Policy 4:140 governing fee waivers, parents may request a waiver of any or all of the above-listed student fees for one of the following reasons: (1) student is currently receiving Temporary Aid to Needy Families (TANF) (2) the student is currently eligible for Free or Reduced lunch, (3) family size and income level warrants, (4) Medicaid. (5) there is an extreme family emergency. Please contact any school administrators' office for necessary applications. District fee waivers are a requirement.
- C. Insurance:
 1. The district provides accident insurance for all students during school hours.
 2. Optional accident insurance policies are available. The district **strongly** encourages participation.
- D. Textbook loans

The District participates in the Illinois Secular Textbook loan program; consequently, some of the textbooks used are loaned to students at no charge. A parent/guardian may request the loan of a textbook(s) by submitting an individual request to any school office.

IV. LUNCH POLICY

Checks should be sent the first day of the week for student lunches. At each school it is necessary to complete a lunch payment form. Your check is your receipt. A replacement cost will be assessed for lost or damaged lunch cards/student id's.

- A. Students may bring a sack lunch or buy a hot lunch.
- B. Parents can pay for lunches by the week, month or year.
- C. Milk
 - Hot lunch prices include one milk per student. Students bringing a sack lunch may also purchase milk by the carton.
 - Junior high students may purchase milk on a daily basis by the carton.
- D. Free lunch will be provided to all students who qualify under federal guidelines. Applications for free/reduced lunches are available in the school offices. Such application and approval may qualify a student for a textbook fee waiver.
- F. Students may not carry a negative lunch balance.
- G. Replacement Cards cost \$5.00.
- H. No Energy Drinks.

V. STUDENT HEALTH

Illness: As educators, we know the importance of attendance and do everything we can to insure that students are in school. On the other hand, we don't want a child who is seriously ill to be in school. It is not in that child's best interest and places other students and staff at risk. We would like to share these guidelines from the Illinois Department of Public Health with you. Parents should keep their child home from school if they notice any of the following symptoms:

- Illness that keeps the child from participating comfortably in daily activities.
- Fever above 100 degrees, taken orally
- Diarrhea or Vomiting
- Pink eye and/or a white or yellow discharge from the eye until 24 hours after treatment begins.
- Impetigo, a skin infection marked by a weepy scaly or crusty rash, until 24 hours after treatment begins.
- Head lice, until the day after the first shampoo of pediculicide properly applied and the nurse has rechecked the student's hair. The prescription/empty bottle must be present to the school.
- Chicken pox, for not less than five days after the eruption of the last vesicles (lesions) or until the vesicles become dry.

ILLNESS AND FIRST AID AT SCHOOL

If a student becomes ill or needs first aid during the school day, they should tell their teacher. If a student is sent to the health office, they will be evaluated accordingly. They do not go home or use the telephone unless directed to do so by the school secretary, nurse, or administrator. An emergency information form must be completed for each child at the beginning of each new school year. This form will be kept in the health office and will contain phone numbers, addresses and alternate contacts if your child becomes ill. Children who become ill during the school day should be picked up within one hour after the parent/guardian is contacted. It is vitally important that you keep the respective offices updated concerning phone number and address changes.

THE SCHOOL HEALTH PROGRAM

Registered nurses are employed by the schools to serve the students and their families in a number of ways. These nurses are guided by directives from the State of Illinois and by school board policy. The school nurse will:

1. Provide emergency treatment in the event of an accident.
2. Provide care of a child becoming ill while at school. All ill students must report to the nurse's office- he/she will decide:
 - a. If the student should rest and try to return to class
 - b. If the student should go home. The nurse will make arrangements for the student to leave.
 - c. If the student is able to participate in full school activities.
 - d. If the student is able to go outside.The nurse handles all of the above unless there is a written order from a medical doctor.
3. Maintain up to date health records for each student as required by the State of Illinois.
4. Administer vision and hearing screening. (Vision screening will be conducted for state mandated grades in Minooka School District 201 during the school year. Vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo this vision screening if an Optometrist or Ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and on file at the school.)
5. Be a resource person to teachers and students.
6. Collect and provide student information on reportable diseases to the appropriate local Health Department per IDPH guidelines.

If a student is to miss more than three consecutive P.E. class periods due to illness or injury, a physician's order must be presented to the school nurse.

BACK TO SCHOOL GUIDELINES FOR COMMON CHILDHOOD ILLNESSES

- CHICKEN POX: Cases must be excluded from school for not less than five days after the eruption of the last vesicles (blisters) even if the case is very light or until all vesicles are dry in more severe cases.
- PINK EYE: May return to school 24 hours after treatment with proper antibiotics.
- STREP THROAT: May return to school 24 hours after the start of treatment with antibiotics.
- FEVER: May return when temperature has been normal for at least 24 hours without the use of fever reducing medications such as Tylenol.
- VOMITING OR DIARRHEA: May return when symptoms have been gone for 24 hours.
- HEAD LICE: May return after treatment with proper pediculicide shampoo. Proper washing and drying of all clothing, coats, hats and bedding are necessary. After Treatment, students must be checked by the school nurse prior to returning to class. More information is available from the school nurse.
- SCABIES: May return 24 hours after the start of treatment.
- IMPETIGO: May return 24 hours after the child has been treated with proper medication.
- OPEN WOUNDS: All open wounds must be covered.
- RASHES: Undiagnosed rashes may require a physician's note.

ADMINISTRATION GUIDELINES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICATIONS

The Board of Education policy on the administration of medications in schools will be provided to parents or guardians of each student within 15 days after the beginning of each school year. If a student is required to take prescription or nonprescription medication (including homeopathic oils) at school, the following guidelines will be in effect:

The nurse or authorized school personnel will dispense medicines and will document the administration on the student's health record. A procedure will be established for written feedback to licensed prescriber upon request.

The school form includes:

1. Child's name
2. Date of birth
3. Licensed prescriber's name and signature
4. Licensed prescriber's phone/emergency number
5. Name of medication
 - Dosage
 - Route of medication
 - Frequency and time of administration
6. Date of prescription
7. Date of order
8. Discontinuation date
9. Diagnosis requiring medication
10. Intended effect of medicine
11. Other medications the child may be receiving
12. Time interval of Reevaluation

The prescription medication will be brought to the nurse's office by the parent/guardian and stored in a locked area or refrigerated as required in a secure area. Both the parent and the nurse must count and sign in all medication brought in. Medication cannot be taken back and forth on a daily basis. **Students may not transport medication.** Medications that arrive to school via a student will be confiscated and the parent will be called. Non-prescription medication must be brought in unopened, with the manufacturer's original label with the ingredients listed, and the child's name affixed to the container. The medications are to be picked up by the parent/guardian at the end of treatment or school year. If not, they will be discarded by the nurse in the presence of a witness and documented on the student's health record. The school district retains the right to reject any request for the administration of medication if the guideline criteria are not met.

Students may possess and self-administer epinephrine auto-injectors while in school or at school sponsored activities if a doctor's order and parent permission forms are completed following the medication administration policy. Students may possess and administer asthma inhalers while in school or at school sponsored activities if either the asthma inhaler prescription label or a doctor's order is [provided and parent permission forms are completed following the medication administration policy.

PHYSICAL, IMMUNIZATION, AND DENTAL REQUIREMENTS

According to Illinois State Law, students entering Pre-School, Early Childhood, Kindergarten, and Sixth Grade, or when transferring in from another district, must have a current Illinois physical exam on file prior to their first entry day. This must include the dates of all immunizations required by the State of Illinois. All students entering Kindergarten, Second Grade and Sixth Grade must provide a current dental examination by May 15th. Physical and dental health exams must be completed by a licensed physician/dentist. Medical history areas of the physical exam must be completed and signed by the parent/guardian. Kindergarten students must have a vision exam completed by a licensed optometrist or ophthalmologist prior to attending school.

In addition to the required Illinois childhood immunization schedule, the physical must include a diabetes screening. All students entering Early Childhood, Pre-Kindergarten and Kindergarten must have a screening for Lead Poisoning.

Students entering Sixth Grade must have completed the series of three Hepatitis B vaccinations.

Students entering Sixth and Seventh Grades must provide proof of one dose of Meningococcal vaccine.

ALL students entering, transferring, or advancing into 6th, 7th, or 8th grade will be required to show proof of receipt of one dose of Tdap vaccine.

Parents who object to any of these requirements for religious reasons must complete a Certificate of Religious Exemption, which must also be signed by the health care provider responsible for performing the student examination

As per School Board Policy 7:100, FAILURE TO COMPLY WITH THESE REQUIREMENTS PRIOR TO THE FIRST DAY OF SCHOOL MEANS YOUR CHILD WILL BE EXCLUDED FROM SCHOOL UNTIL ALL REQUIREMENTS ARE MET. THESE ABSENCES ARE CONSIDERED UNEXCUSED AND MAY BE CONSIDERED TRUANCY.

VI. GENERAL DISTRICT RULES

- A. Students may bring radios, cameras, video games, CD players, cell phones, or any other electronic equipment to school except pocket pagers or similar electronic paging devices. Students at the intermediate and junior high schools are encouraged to not bring personal items to school. Minooka District #201 is not responsible for lost or stolen items. **Electronic devices must be turned off and kept in the student's locker or book bag upon entry to the school and/or when getting on the bus unless otherwise approved. Infractions of this rule will result in confiscation of the items with them to be picked up by a parent in the Administration Office.**
- B. Bring your own Device (BYOD) Guidelines. The district has recently approved a BYOD guideline for all students in grades 5-8. This allows students to bring their own technology devices to school for use in the classroom. The items such as laptops, iPads, and netbooks with browsing capabilities are to be used for educational purposes. The device must have a screen size of not less than 7" diagonal, functional wireless (wifi) connectivity, an installation of the Chrome web browser, and an installation of Google Apps for education. Any operating system (OS) compatible with these requirements is acceptable. Windows based devices will be required to have installed anti-virus software. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- C. No animals, due to safety and health reasons, are to be brought to school except for "service animals" (e.g. guide dogs) as approved by the administration.
- D. Students shall not trespass on their way to and from school.
- E. No food, candy, or drinks are allowed in the gymnasiums.
- F. It is the responsibility of students to make arrangements for transportation home from after school activities.
- G. Students are expected to behave in an orderly fashion, respect all District personnel and property, other students and adults, and not cause disruptions to the educational process.
- H. All school rules are to be followed any time a student is at school sponsored activities, on a school bus, or going to or from school.
- I. If a child voluntarily leaves a school activity, she/he will not be allowed to return. If a District employee asks a student to leave, the parent(s)/guardian of the student must be notified.
- J. Students are expected to present an appearance that, in the judgment of the faculty/administration, does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate or pose a possible threat. **Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.** The building administrator is the final authority for judging the appropriateness of a student's appearance.
The following items of clothing are not permitted: (This list is not all-inclusive).
 - * Fashion or materials, which exaggerate, emphasize, reveal, or call attention to anatomical details, or expose undergarments;
 - * Torn or cut articles of clothing;
 - * Sleeveless shirts, mesh shirts, or biker shorts;
 - * Skirts above the extended fingertips;
 - * Shorts above the extended fingertips;
 - * Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, profane or gang related;
 - * Outer garments (i.e., coats, hats, scarves) cannot be worn during the school day.

- K. Students' coats, book bags, and backpacks must be left in the student's locker.
- L. Students must be attendance **three full instructional periods per day** to participate in that day's extracurricular activities.
- M. The respective building administrator must sanction all school parties, dances, etc.
 - 1. As per Health Department guidelines, no food made at home may be handed out to students. Food items must be individually wrapped by the manufacturer. Items must not contain or be processed in a plant with peanuts or tree nuts.
 - 2. No Halloween costumes allowed at the junior high school or intermediate school.
 - 3. No other parties are sanctioned for Grades K-8 during the school year nor is it the school's policy to provide addresses nor hand out invitations in class for students' birthday parties or other social functions.

A form for bringing treats to the school must be filled out in advance and approved by the individual school principal or designee. The form may be obtained from any school office and is also online for your convenience.

A. Bicycle Safety

- 1. All traffic regulations must be observed. These include keeping to the right-hand lane in the flow of traffic and observing all traffic signals and signs.
- 2. Bicycle racks are provided at each building.
- 3. Bicycles must be walked on school property.

*Free bicycle registration materials can be obtained from the Minooka Police Department.

B. Car Pool Safety

- 1. Instruct your child to stay away from any vehicle if she/he does not know the driver.
- 2. Automobiles should stay out of bus lanes when children are loading or unloading.
- 3. It is illegal to pass the buses when the flashing lights are on and the stop sign is out.
- 4. Remain in your car loading or unloading children.
- 5. After picking up your children, please leave the parking lot in single lane traffic.
- 6. If a student will be taking a different route/method of going home at the end of the day, please send a note to the teacher at the elementary school and the office at the intermediate or junior high.
- 7. Cell phone usage in a school zone is prohibited by state law.

VII. SCHOOL BUS SAFETY PROCEDURES

The following rules are to be observed when riding the school bus and are found in the Board Policy and Administrative Procedures on student discipline, which are attached to this Handbook as Exhibit A. Failure to comply with these rules is considered a violation may subject the student to discipline both under the penalties below and under the general disciplinary procedures outlined in Section XIII of this Handbook and the Board Policy on student discipline. The following rules have been developed by the parent-teacher advisory committee in cooperation with school bus personnel. They have been adopted by the Board of Education and will be adhered to by all students and drivers.

- 1. Students may ride the buses that have been designated to transport them to and from the student's residence. The Transportation Director will determine assigned bus stops.
- 2. If a student misses the school bus, it is the responsibility of the parent(s) to get the child to school.
- 3. If a student misses his or her homebound bus, she/he is to report to the school office at once.
- 4. If a child misses the school bus in the p.m., parents are responsible to provide transportation home. Children who ride buses will be kept after school only after given an advanced written notice or parental consent by phone. In such cases, transportation will be the parents' responsibility.
- 5. If a child becomes ill at school, parents will be notified and asked to take the child home. There will be no District transportation in such cases.
- 6. If alternate transportation is provided home from school, the teacher, main office, and bus driver must be notified in writing.
 - a. Students who will not be riding the bus must bring a note from his/her parent(s) or guardian(s) if not part of the student's regular route.
 - b. If a student on the same bus route will be going to another student's home, we request both sets of parents submit a note to the student's teacher(s) and to the bus driver.
- 7. For the safety of the children, the following rules must be observed:
 - a. Enter the bus through the proper doors.
 - b. Take a seat and remain in that seat for the entire trip.
 - c. Stay off the road while waiting for the bus.

- d. Do not leave your seat while the bus is in motion.
 - e. Be on time at the designated bus stop.
 - f. In the event of a road emergency, remain in your seat until you have received directions from the bus driver.
 - g. Be absolutely quiet when approaching a railroad crossing.
 - h. Keep all books and equipment out of the aisle.
 - i. Observe the safety precautions at the discharge points. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
8. School bus riders, while in transit, are under the jurisdiction of the bus driver unless the administrator designates someone to supervise the riders. Under no circumstances should parents, guardians, or any unauthorized people board a school bus during its regular run.
9. Disruption or misconduct on the bus will include, but not be limited to: loud talking, putting hands, feet or objects out of the bus window, leaving your seat while the bus is in motion, vandalism to the bus, eating while on the bus, carrying animals on the bus, leaving objects in the aisle of the bus, throwing objects off of the bus, fighting on the bus, and the use of profane language or gestures or any other conduct considered gross disobedience or misconduct in Board of Education policy or procedure.
10. The above bus regulations are to be observed on all class trips, extracurricular trips, or any other trip on the school bus.
11. For the purpose of bus safety, video cameras are installed on District buses, and may not be viewed by parents or students.

In addition to the penalties and procedures under Section XIII of this Handbook and the Board Policy and Administrative Procedures on student discipline, violations of any of the above rules may subject a student to the following penalties or such penalty as the administration determines is appropriate given the severity of the offense:

First offense will cause the driver to report the student to the building administrator. The administrator may warn the student, send a note of warning home to the parents, issue detention(s) or possibly suspend the student from the bus for a period not to exceed ten school days.

Second offenses will cause the driver to notify the building administrator. The administrator may call for a parent conference, issue the student detention(s) or suspend the student from the bus for a period not to exceed ten school days.

Third offenses will cause the driver to notify the building administrator. The administrator will notify the parent(s)/guardian(s) and suspend the student from the bus for a period not to exceed ten school days.

Further offenses will cause the driver to notify the building administrator. The administrator will notify the parent(s)/guardian(s) and suspend the student from the bus for a period not to exceed ten school days. A student may be suspended from the bus for a period of time in excess of ten days for safety reasons.

Parents/guardians may request a bus suspension review hearing before the Board of Education or a designated committee of the board or a hearing officer appointed by the board. Requests for such review hearings can be made by contacting the building principal.

AVAILABILITY OF TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardian(s) who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the State of Illinois to help offset some of the costs incurred, such as bus fares or mileage reimbursement for private automobiles. Eligible children must live 1.5 miles or more from school and lack access to free transportation to and from school and a point within 1.5 miles of their residence. Alternatively, children may live within 1.5 miles from school but require transportation because of hazardous conditions, provided that the Illinois Department of Transportation has determined that walking would be a serious hazard to the children's safety due to vehicular traffic. Claim forms for the transportation reimbursement will be available by March 1, at your children's school and must be filed by June 30. If a school official disagrees with you as to the validity of your claim for reimbursement, the State will resolve the dispute according to procedures contained at 23 Ill. Admin. Code 120.250.

VIII. TRUANCY POLICY/STUDENT ABSENCES

A. Philosophy

District #201 policy discourages any absence other than illness, family death, observance of a religious holiday, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, or other situations approved by the school principal. This is in accordance with 105 ILCS 5/26-2A of the Illinois *School Code*.

B. Expectations

For a student's absence to be excused, parents must call the school before 9 a.m. when a student will not be in attendance. **In addition**, each student upon returning to school must bring a signed parental note stating the reason for the absence. Refer to Section IV if the student is to be on medication.

Under certain circumstances, District #201 may require parents or guardian to present medical documentation of physical or emotional conditions causing a student's absence. The district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with 105 ILCS 5/26-2A of the Illinois *School Code*, and to inform the school of all absences and their causes. After five absences, a student will be required to have a medical note in order for the absence to be excused. Once requested, failure to produce a note will result in an unexcused absence. The five days do not have to be consecutive. If a student is to miss more than three consecutive PE class periods due to illness or injury, a physicians order must be presented to the school nurse.

Parents must sign in and sign out your child(ren) from each school in person A photo identification may be required.

C. Tardiness

Students shall be considered tardy at any time during the school day if they are not in their assigned classroom at the assigned hour. Consequences for tardiness will be in accordance with the guidelines of the Student/Parent Handbook.

D. Absenteeism

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Students are considered absent when they are not in classroom attendance for the entire day. Notices of excess absenteeism will be sent home to parents. **Upon return from any absence, students are responsible for contacting their teachers to obtain information regarding missed schoolwork.** Students are to complete missed schoolwork within the number of days absent, (i.e., a student absent five days will have five attendance days to complete the work upon his/her return to school) **However, any work obtained prior to any absence is due upon the student's return to school.**

PRE-ARRANGED ABSENCES

Absences for medical and/or dental appointments, vacations, etc., must be made in advance. Students will be issued excused absences provided parents have called the school prior to the absence. Upon return, students should also provide the school nurse with an appointment card or receipt from the physician.

A. Excused Absences

Excused absences permit the student to make up missed assignments. It is the responsibility of the student to make the arrangements for the academic assignments to be made up. Based on 105 ILCS 5/26-2(a) of the Illinois School Code, valid causes for an excused absence includes the following:

1. Personal illnesses or physical disability. This includes hospitalization, outpatient treatment, mandatory doctor consultation, and emergency appointments. Each request will be dealt with individually. After the accumulation of five 5% absenteeism within two quarters, a student may be required to show documentation by a medical professional licensed to practice medicine in the State of Illinois, for each subsequent absence.
2. Critical illnesses or death in the immediate family. This includes funerals and necessary travel.
3. Pre-arranged absences.
4. Family emergencies.
5. Observance of religious holidays. A student shall be released from school, as an excused absence, a day or portion of a day for the observance of a religious holiday. The parent/guardian shall give written notice to the building principal prior to the student's anticipated absence.
6. Court appearances. Students must present a statement from the court showing appearances.
7. Others as determined by the building administrator.

Any absences not excused by the building administrator will be considered unexcused and interpreted as truancy.

B. Unexcused Absences

Based on 105 ILCS 5/26-2(a) of the Illinois School Code, any student who is absent without a valid cause from such attendance for a school day or portion thereof will be considered truant and therefore unexcused.

Examples of absences which fall under this category are:

1. Truancy (willful absence from school without proper parental and/or school consent).
2. Oversleeping.
3. No parent call on a student absence.
4. Missing the bus or ride to school.
5. Vacations without prior arrangements.

This list is not all-inclusive. Any exception to this list will be considered by the building administrator.

C. Vacations

District #201 discourages parents from taking students on vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and create educational problems.

D. Truancy

District #201 considers a student to be truant when she/he is absent without a valid cause for a school day or portion thereof, as defined in 105 ILCS 5/26-2a of the *Illinois School Code*

1. Chronic Truancy

A student is a chronic truant if she/he is absent without valid cause for 5% or more of the previous 180 regular attendance days, per 105 ILCS 5/26-2a of the *Illinois School Code*.

2. Truant Minor

In keeping with 105 ILCS 5/26-2a of the *Illinois School Code*, a truant minor is a chronic truant to whom resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

3. Diagnostic Procedures

The diagnostic procedures used for identifying the causes of unexcused student absenteeism include, but are not limited to, interviews with the student, his or her parents or guardians, and any school officials or other parties who may have information about the reasons for the student's attendance problem.

4. Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- a. conferences with school personnel
- b. counseling services (for both student and family) through the placement in alternative educational programs
- c. referral to community agencies for appropriate services

5. Truancy Referrals

District 201 will refer truant minors to the Grundy County Educational Service Region in accordance with current procedures established by the Grundy County Truant Officer.

6. Punitive Action

In keeping with 105 ILCS 5/26-12 of the *Illinois School Code*, schools in this district will take no punitive action, including out of school suspensions, expulsions, or court action against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s) or guardian(s). (Refer to #4 and #5 above)

IX. SCHOOL VISITATIONS

Visitors to the District's schools are welcome. All visitors including scheduled speakers, parents, etc., are required to stop in the office and register before visiting any school building. An appointment is required. The District reserves the right to limit or reject visitations or appointments if such appointments are disruptive to the educational process. Failure to receive visitor status constitutes trespassing and may result in legal action, including referral to law enforcement authorities for applicable criminal penalties.

The District shall make time available for regularly scheduled, non-emergency school visitations by parents and guardians during both regular school hours and evening hours.

X. STUDENT EVALUATION

- A. Report cards are issued at the end of each nine weeks grading period.
- B. Report card envelopes are to be signed by the parent or guardian and returned to the school in a timely manner.
- C. Teachers will give notice for all fifth through eighth grade students who have dropped two letter grades in any subject or have no access to the online grading system.
- D. If a student is in danger of failing a subject for the nine week grading period, the parent will be contacted prior to a grade being assigned.
- E. The following grading scale is required/administered for grades Five through Eight:
 - A = 100-94
 - B = 93-86
 - C = 85-76
 - D = 75-70
 - F = 69-0
- F. A schedule of Parent/Teacher Conferences will be listed in the school calendar each year.

G. Grade Point Average Explanation

1. Grade Point Average (GPA) will be based on:

A= 4 B=3 C=2 D=1 F=0

2. All students, fifth grade and higher earning a GPA of 3.76 to 4.00 will be placed on the High Honor Roll for those nine weeks. Students earning a 3.50 to 3.75 will be placed on the Honor Roll.

3. In calculating the GPA, for grade Five the following subject areas are applicable on an equally weighted basis: Language Arts, Mathematics, Social Studies, and Science.

4. In grade Five, Fine Arts, Technology, and Physical Education will receive letter grades.

H. Advanced Course Placement Consideration

Students are considered annually for placement in advanced classes for language arts and mathematics. Consideration is given to multiple quantitative and qualitative data points including, but not limited to standardized tests (state and local), classroom performance, and teacher feedback. No one component is all inclusive or exclusive.

	6th Grade	7th Grade	8th Grade
Language Arts	Advanced LA	Advanced LA	Advanced LA
Mathematics	Digits	Pre-Algebra (Algebra)	Algebra Advanced Algebra (Honors Geometry)

Be aware that even if a student qualifies for honors geometry (taken at Minooka Community High School – South), it counts towards their MJHS grade point average (G.P.A.) as a WEIGHTED class. Also, the high school's grading scale is different than Minooka 201's. The district will only transfer final percentage grades and that final percentage is equated to the letter grade on the Minooka 201 grading scale.

SUMMER SCHOOL

A. Remediation

Students who are failing will be recommended for remediation during the school year.

B. Summer School

Students who fail one or more classes during the academic year will be required to attend and satisfactorily complete a summer school session prior to being promoted to the next grade level.

STUDENT PROMOTION

The Board of Education adheres to the prohibition of promotion of a student to the next grade level based upon age or any other social reason not related to the academic performance of the student. It is, therefore, the policy of the District that students shall be promoted to the next grade level based on the following criteria:

A. Successful completion of the curriculum

B. Attendance

C. Performance based on:

1. PARCC Assessment

2. Standardized achievement tests

3. Students Individualized Education Plan

4. Teacher Recommendation

5. Quarterly Subject Tests

6. Discovery Tests

Students shall not be promoted for purely social reasons not related to the academic performance of the students. If a student has not qualified for promotion to the next grade level, the District shall provide that student with an individual remediation plan and accompanying services. These services may include a summer bridge program of not less than 90 hours, an extended school day, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, other modifications in the instructional program, reduced class size, or retention. The superintendent may establish rules and regulations to implement this policy.

XI. ACCELERATED PROGRAMS/SPECIAL EDUCATION IDENTIFICATION

A. Accelerated Programs – Students of High Ability

All students of Minooka CCSD 201 are screened for potential placement in available accelerated classes.

The District currently provides accelerated classes in math for grades four through eight. The district also provides accelerated classes in Language Arts/Literature for grades four through eight as well.

In the primary grades, student records and teacher recommendations are reviewed for possible acceleration in reading and math.

Special Education

Special education and related services and supports for eligible children are provided to Minooka CCSD 201 by the Grundy County Special Education Cooperative. (GCSEC) All students with disabilities who are eligible for special education and related services are entitled to a free appropriate public education in the least restrictive environment pursuant to the Illinois *School Code* and the federal *Individuals with Disabilities Education Act* and *Section 504 of the Rehabilitation Act of 1973*. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and or physical therapy and speech and language services.

Inquiries regarding the identification, assessment and placement of student who may have a disability should be directed to any school building principal. The school will provide upon request by any person written materials and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children are or may be disabled. Parents, staff, students, and community members are encouraged to contact any building principal if you have any questions about the identification, assessment, and educational placement of special education services to eligible children – whether or not they are currently enrolled in the District.

XII. PHYSICAL EDUCATION

1. At the intermediate and junior high school, sixth through eighth grade students will wear P.E. uniforms and their own gym shoes. **No jewelry is allowed.** (Exception: new piercings will be allowed for 6 weeks but must be covered). Intermediate and junior high, sixth through eighth grade students, are issued P.E. locks and lockers.
2. Showers are available, but not mandatory, for student use at each school. Students are responsible for supplying their own towels.

The District's Physical Education curriculum offers a variety of physical fitness activities.

XIII. NONDISCRIMINATION POLICIES AND GRIEVANCE PROCEDURES

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, immigration status, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under its policies and procedures. Any student may file a discrimination grievance by using the **Uniform Grievance Procedure (Board Policy 2:260)** or, in the case of sex discrimination, the Sex Equity grievance procedure.

The District complies with federal and state law by taking steps to ensure that homeless students are not segregated or stigmatized.

SEX EQUITY POLICY AND GRIEVANCE PROCEDURE (BOARD POLICY 7:10)

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

Upon adoption of this Policy and at least once every four years thereafter, the Board shall evaluate its policies and practices to identify any sex discrimination. The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex. If the evaluation identifies any sex discrimination, the Board shall develop a written sex equity plan which modifies any policy or practice as necessary to conform to the District's responsibilities under this Policy and which contains remedial steps to eliminate the effects of the discrimination. The Superintendent shall provide in-service training for implementing such sex equity plan to School District administrators, certificated and non-certificated personnel as needed.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. For information regarding timelines and procedures for sex equity complaints, please contact one of the complaint managers at the numbers:

The District's complaint managers are:

Dr. Joshua Ruland	815-467-3127
Dr. Kathleen Cheshareck	815-290-7400

SEXUAL HARASSMENT (BOARD POLICY 7:20)

It is illegal and against Board of Education policy for any employee, student or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status; or
- (b) submission to or rejections of such conduct by an employee or student is used as the basis for academic decisions affecting that student; or
- (c) such conduct has the purpose or effect of substantially interfering with a student's academic performance; or
- (d) such conduct creates an intimidating, hostile, or offensive working or educational environment.

A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. Other individuals engaging in sexual harassment of employees or students may be excluded from school property and/or school activities.

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the District.

Moreover, any student may file a sexual harassment grievance by using the Uniform Grievance Procedure.

UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)

Students or their parents, employees or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board of Education, its employees or agents has violated their rights guaranteed by the state or federal constitution, state or federal statutes or Board Policy.

Claims to be reviewed under this Policy include, but are not limited to, those arising under the following:

- (1) *Title II of the Americans with Disabilities Act;*
- (2) *Title IX of the Education Amendments of 1972;*
- (3) *Section 504 of the Rehabilitation Act of 1973;*
- (4) Claims of sexual harassment under the *Illinois Human Rights Act;*
- (5) *Title VII of the Civil Rights Act of 1964.*

The Board of Education will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of an individual to prompt and equitable resolution of a complaint shall not be impaired by the individual's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. However, use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

For information regarding timelines for filing, investigating, and decisions grievances related to Uniform Grievance Policy 2:260 please contact one of the complaint managers at the numbers:

The District's complaint managers are:

Dr. Joshua Ruland	815-467-3127
Dr. Kathleen Cheshareck	815-290-7400

XIV. CONFIDENTIAL COMMUNICATIONS

School personnel do not have "privileged communication" rights in Illinois. In other words, communication between school personnel and students is not normally confidential in respect to parents and other school personnel. It is possible that confidentiality may exist in communications between students and mental health therapists employed by the District or its special education cooperative subject to the limitations of Illinois law.

XV. AUTHORIZATION FOR INTERNET ACCESS

Each student and his or her parent(s)/guardian must sign the Authorization for Internet Access before being granted use. The failure of any student to follow the terms of the Authorization for Internet Access, or all of Board Policy 6:235, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The Board of Education has a duty to insure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; or (g) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the *Children's Internet Protection Act* and its implementing regulations.

Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals; and to further all other educational, safety and pedagogical concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the District's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

XVI. STUDENT RECORDS

NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

The Illinois School Student Records Act ("ISSRA") the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and Regulations which are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, record of honors and awards received, information concerning participation in school sponsored activities and organizations, scores received on all State assessment tests administered in grades 9-12, and a record of release of this information. The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, and information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state and federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen school days after the date of receipt of the request. The District may charge a fee not to exceed \$0.35 per page for copies of the record.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student.

The District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) a District or State Board of Education employee or official with a current demonstrable educational or administrative interest in the student when the records are in furtherance of such interest including the educational interests of the child for whom consent would otherwise be required. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- (2) any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records,
- (3) in an emergency situation, if the information is necessary for the health and safety of the student or other persons,
- (4) if the disclosure is in connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student's record may be disclosed only as may be necessary for determining the eligibility, amount, conditions or enforcement of the financial aid,

- (5) if disclosure is necessary to the audit and evaluation of federally-supported education programs,
- (6) as allowed under the Serious Habitual Offender's Compensation Action Program,
- (7) a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District, or
- (8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released.

Student records may be released without parental consent, but with notice to the parent of their right to inspect, copy or challenge the contents of the records to be released, unless otherwise allowed by law:

- (1) to the records custodian of a school to which the student has transferred or intends to transfer;
- (2) pursuant to a court order (including subpoena);
- (3) to any person as specifically required by law;
- (4) pursuant to a reciprocal reporting agreement, or to state and local officials or authorities to whom such information is allowed to be disclosed pursuant to state statute if the disclosure concerns the juvenile justice system, including, after January 1, 2000, release of records or information to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court; or

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for grades and references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or in violation of the student's privacy rights. The School District's Student Records policy, and its accompanying Rules and Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the School District's Student Records policy by contacting the District office.

The Policy also provides time lines for the destruction of records. Parent will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty years. Temporary records are kept for the period of their usefulness to the student and the school, but in no case less than five years after the student leaves the District. Student records are reviewed by the District every four years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The law and the Policy designate certain information as "Directory Information". Directory Information includes the student's name, address, telephone listing, gender, grade level, birth date and birthplace, parent's names and addresses, academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in the school. This information may be released to military recruiters and institutions of higher education upon their request and to the general public from time to time, including by way of a school directory to be issued annually, a student yearbook to be issued annually, unless a parent informs the District within ten days of this Notice that information concerning his or her child should not be released, or that the parent desires that some or all of this information not be designated as directory information. If you wish to allow the school to release directory information except to military recruiters you may so advise us in writing. However, concerning requests for high school student directory information from military recruiters and institutions of higher education, Directory Information released pursuant to those specific requests shall only consist of the student's name, address, and telephone listing.

Finally, no person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights. You are also authorized to inspect, copy and challenge the contents of your child's student records pursuant to the procedures established in Board Policy and Procedure.

Parents are entitled to inspect any instructional materials used as part of the educational curriculum for their student(s). Also, no student will be required to submit to any survey, analysis, or evaluation which reveals the kind of information specified in 20 U.S.C. 1232h without prior written consent of parents. Copies of the law, which is referenced, as well as Board Policy 6:260 and its accompanying Rules and Regulations, are available in the District Office for inspection during regular business hours.

XVII. DISCIPLINE POLICY (BOARD POLICY 7:190)

The Board Policy and Administrative Procedures on student discipline are attached to this Handbook as Exhibit A. The Board Policy and Administrative Procedures include a policy and procedures on the use of behavioral interventions for students with disabilities, as well as the use of isolated time out and physical restraint. The classroom teachers have direct responsibility for maintaining proper classroom management. Classroom management is the responsibility of the individual classroom teacher. Teachers may remove students from a classroom for disruptive behavior.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary actions, by making a personal call to the parents or guardians, and/or scheduling conferences with parent(s)/guardian(s) and other school staff. Students who consistently exhibit poor behavior and/or work habits will have their parents notified by the classroom teacher. Only when the actions taken by the classroom teacher prove to be ineffective or when a student commits a severe disruption to the educational process, will the student be referred directly to the administration. In all cases where a student is referred to the administration, the teacher will be kept informed in regards to which interventions were used to stop the misbehavior.

Violations of the district discipline policy may result in one of the following consequences:

Disciplinary Conference

Withholding of Privileges

Seizure of Contraband

Notifying Parents/Guardians

DISCIPLINARY CONSEQUENCES INCLUDING SUSPENSION/EXPULSION FROM SCHOOL

Detention - Detentions that are issued for "Minor" offenses will be served in detention hall.

Office Referral- Teachers will refer students to the office and/or remove students from the classroom in cases of significant disruptions to the educational process.

Suspension (Out-of-School) - Suspension is the temporary exclusion of a student from school, from a class or classes, and/or other school functions, for a period of time not to exceed ten consecutive days. Homework will be assigned during the time of the suspension. Upon his/her return to school, the student is responsible for all on-going schoolwork, including taking all quizzes and tests, and will be given credit for said work. Any work obtained during the absence is due upon the students' return to school.

Parents of a child who has been suspended must return to school with the student for a conference with the building principal prior to the return of the student to school.

Bus Suspension – Bus suspension is the temporary exclusion of a student from bus riding privileges.

Notifying Juvenile Authorities – Conduct will be reported to law enforcement authorities if it involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons and may be reported for other conduct which also may constitute a criminal act.

Expulsion-Expulsion is the exclusion of a student from school for a definite period of time not to exceed two calendar years, as determined on a case by case basis. A student who is determined to have brought a "weapon" to school, any school sponsored event or activity, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that 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. A student may only be expelled by the Board of Education. For mandatory expulsion purposes, "weapon" means (1) possession, use, control, or transfer of any gun, rifle, and shotgun, weapon as defined by Section 921 of Title 18 (Weapons), United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in 720 ILCS 5/24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

MINOR OFFENSES

The following list provides examples of "Minor" Offenses to the Educational Process. It is NOT an all-inclusive list and is not limited to the examples listed below.

1. Being tardy to school/class.
2. Failure to bring necessary materials to class.
3. Distracting other students.
4. Chewing gum in school.
5. Wearing a hat in the building.
6. Inappropriate public displays of affection.
7. Use of inappropriate language.
8. Inappropriate hallway, cafeteria, and/or playground behavior.
9. Failure to wear school ID on an appropriate breakaway lanyard.

DISCIPLINARY ACTION FOR MINOR OFFENSES

Students who cause a Minor Offense will receive a consequence for their action(s). Consequences will be assigned by the staff mem-

ber dealing with the situation and may include but not be limited to warnings, conferences, phone call(s) to parent(s)/guardian(s), lunch or after school detentions, or other consequences deemed appropriate.

The Teacher will:

1. Confer with the student to stop the misbehavior.
2. Contact parents to discuss behavioral and academic concerns and may assign additional consequences.
3. Assign before, during, or after school consequences to the student.
4. Refer student to administration if problem persists.

SEVERE OFFENSES

The following list provides examples of “Severe” Disruptions to the Educational Process and may constitute gross disobedience or misconduct leading to suspension or expulsion from school. It is NOT an all-inclusive list and is not limited to the examples listed below.

1. Intentionally supplying false information, to include plagiarizing, to any school employee.
2. Defiance of any staff member or school official’s direction(s).
3. Fighting with and/or physical aggression toward another student or staff member or crowd mob action.
4. Possession, use, distribution, purchase, sale or under the influence of any of the following: illicit drugs, alcoholic beverages, tobacco or tobacco products, or any alternative nicotine product, or any cartridge or component or an alternative nicotine product.
5. Use or possession of fireworks or other combustible or explosive material.
6. The unauthorized activation of a fire alarm.
7. The sexual harassment of another student or staff member (Board Policy 7:20). Sexual harassment is simply bothering someone either verbally or physically in a sexual way, and is more fully defined in Section XIII of this Handbook; it includes, but is not limited to touching, verbal comments, sexual name calling, spreading sexual rumors, gesture(s), jokes, pictures, leers, overly personal conversation, cornering or blocking a student’s movement, or pulling at clothes, welcome or unwelcome.
8. Physical, verbal, or psychological intimidation/threat of another student or staff member.
9. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. This would include the use of and/or display of any drug, gang, or cult related jewelry or clothing, including, but not limited to: earrings, excessive beads and chains, bracelets, etc., (Board Policy 7:160) Gang activity of any type (clothing, gestures, graffiti, jewelry, recruitment, hazing, etc.), will not be tolerated. Violators will be dealt with severely.
10. Theft and/or the knowing possession of property that was removed without authorization.
11. Destruction and/or defacement of any school property.
12. Other such conduct that poses a danger to themselves or others property or person, or disrupts the educational process.
13. Leaving the classroom, building, or campus without permission.
14. Use, possession, transfer, or control of a “weapon” as defined above under “Expulsion,” including any object used or attempted or intended to be used to cause bodily harm.
15. Gross Disobedience or Misconduct: Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
16. Sexting: Sexting is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

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

DISCIPLINARY ACTION FOR SEVERE OFFENSES/GROSS DISOBEDIENCE OR MISCONDUCT

Any student referred to the office for committing an act of Gross Misconduct and/or Disobedience (severe disruption) will have consequences assigned. The building administrator or his/her designee will be the direct disciplinarian in these instances.

First Offense: May result in immediate suspension (which might result in exclusion from school, from riding the bus, from class or classes and/or other school functions) not to exceed ten consecutive days or expulsion depending on the severity of the disobedience/misconduct.

Second Offense: Immediate suspension not to exceed ten consecutive days and/or possible recommendation to the Board of Education for expulsion. In all cases where a student is referred to the administration, the teacher will be kept informed in regards to which interventions were used to stop the misbehavior. In each case, the parent/guardian will be notified of the referral.

HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing,” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organizations,

club or athletic team whose members are to include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

Removal from the extra-curricular activities

Conference with parent(s)/guardian(s)

Referral to appropriate law enforcement agency

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

Suspension for up to ten days

Expulsion

THREATENING BEHAVIOR/LANGUAGE/GESTURES

Vulgar, obscene, or threatening language, gestures, or materials, whether in verbal, written, or computer forms, are not allowed. Disciplinary action may range from warning to Out of Building Suspension and may include a parent conference or expulsion.

BULLYING \ CYBERBULLYING

School Board policy prohibits a student or group of students from using aggressive behavior while at school or at school events that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.

Cyberbullying, which is sometimes referred to as online social cruelty or electronic bullying is defined as threats or other offensive behavior sent online to a victim or sent or posted online about the victim for others to see. In general, cyberbullying is bullying or harassing that happens online.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

FIRST OFFENSE:

- * Out of building suspension pending administrative action.
Suspension may be up to ten days;
- * Parent conference before student can return to school;
- * Police referral;
- * Possible recommendation for expulsion

SECOND OFFENSE:

- * Ten day out of building suspension;
- * Possible recommendation for expulsion;
- * Police referral

TEEN DATING VIOLENCE (POLICY 7:185)

Each student has the right to a safe learning environment. Accordingly, teen dating violence is unacceptable and is prohibited, at school on school grounds, during school-sponsored activities, or in any school provided transportation. "Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age, or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

For purposes of this policy, "dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons; it does not include a causal relationship or ordinary fraternization between two persons in a business or social context.

All employees and sub-contracted employees of the District shall report incidents of teen dating violence that occur in school, on school grounds, during a school-sponsored activity, or in any school provided transportation to the Principal, or to the Assistant Principal as soon as possible. The principal or other administrator designated by the principal, will coordinate the investigation into the incident and recommend discipline under the District's Student Discipline Policy and Procedures, and shall seek supportive resources for the victim of teen dating violence.

The Administration shall incorporate age-appropriate education about teen dating violence into its curriculum in grades 7 and 8 and into its employee training programs, as recommended by the Superintendent.

Parents and students will be initially notified of the existence of this policy upon its formal approval by the Board of Education by email. Thereafter, notice of this policy shall be provided as part of the student handbook.

RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

1. The Police Department School Liaison Officer and the Building Principal will verbally report to each other the following activities when committed by a student enrolled in the Building Principal's school:

- unlawful use of weapons under 720 ILCS 5/24-1 of the Criminal Code of 1961 (Weapons)
 - a violation of the Illinois Controlled Substances Act
 - a violation of the Cannabis Control Act
 - a forcible felony as defined in 720 ILCS 5/2-8 of the Criminal Code of 1961 (Board Policy 7:190)
 - a violation of the Methamphetamine Control and Community Protection Act
2. All incidences of battery will be reported to the proper agency.
 3. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).

DRUG AND ALCOHOL POLICY

The District recognizes that student use of chemical substances, including alcohol, look-alike drugs, and drug paraphernalia is illegal. The use of such substances is detrimental to individual development and undermines effective education. Student involvement in such substances negatively influences the school learning environment and diminishes the importance of traditional behaviors and healthy attitudes. The use of chemical substances often leads to chemical dependency, an illness requiring intervention and treatment.

To ensure the safety, health, and well being of all students, the District is committed to the development of a comprehensive program that addresses drug and alcohol issues. The prevention, intervention, and disciplinary procedures are essential elements of this comprehensive program. The program is based on maintaining a caring environment for each student within the system and on intervening in situations as needed. Prevention is instituted in the curriculum by promoting such skills as decision-making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting limits.

Confidentiality is a key element in maintaining a caring environment. When a student is involved in any phase of the chemical dependency program, all information will be kept confidential and shared only with the involved faculty, counseling staff and the student's parents. Only disciplinary action records (such as assessment results) may be kept in the confidential health records.

Student sale, use or possession (this includes non-medical use) or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs, look-alike drugs or controlled substances shall result in disciplinary action. Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, or the State of Illinois. This policy extends to all school-sponsored and related activities such as, but not limited to: field, athletic and music trips, whether held before or after school, evenings or weekends. Illegal activities will be reported to the police. District action will be independent of police or court action and MAY result in suspension or expulsion of the student involved. The school officials involved will immediately remove anyone whom they reasonably believe to be under the influence of such substances as alcohol, unlawful drugs, look-alike drugs, controlled substances, or hallucinogens from contact with other students and thereupon, shall contact the parent(s) or legal guardian. Circumstances may require the assistance of law enforcement agencies. In order to implement this policy, the District must follow appropriate procedures for SELF-REFERRAL, WITNESSED USE AND SALE OF OR POSSESSION OF CONTROLLED SUBSTANCES.

SELF REFERRAL:

Students who are concerned about their involvement with chemicals should ask a teacher, social worker, or other staff member for assistance. All self-referrals will be treated confidentially. No disciplinary action is involved in a self-referral when it occurs before a witnessed or reported infraction. Should the student's involvement with chemicals progress to the point that it threatens the student's welfare, the social worker will talk with the student about the need to involve other people or resources outside the student/social worker relationship. Jointly, the student and social worker will identify the next appropriate level of intervention. Some options include, but are not limited to: assessment or counseling by an outside agency and/or, parent contact.

SUSPENSION AND EXPULSION PROCEDURES (BOARD POLICY 7:200,7:210)

Students engaging in gross disobedience or misconduct may be suspended or expelled from school. Students guilty of gross disobedience or misconduct on a school bus may be suspended from riding the school bus and/or suspended or expelled from school. The procedures for suspension (including bus suspension) and expulsion are as follows:

1. The administrator shall give the student oral or written notice of the charges and evidence to support the charges prior to imposing discipline. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the school administrator who shall then inform the student whether or not a suspension is to be imposed.
2. The 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 possible after the suspension.
3. The student's parents/guardians must be notified immediately by a school official of the reason(s) for the suspension, the number of days of the suspension (which may not exceed ten consecutive school days), and the right to appeal the suspension to the School Board. If expulsion is recommended to the Board, the school official shall request the parents/guardians to appear before the School Board to discuss their child's behavior. Such request shall be made by certified or registered mail and shall state the time, place and purpose of the meeting. A copy of any suspension notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the School Board or a hearing officer appointed by the Board to review the suspension. No expulsion may be imposed except after a hearing conducted by the Board of Education, a committee of the board of education or a hearing officer appointed by the board of education. At the hearing, the student's par-

ent(s)/guardian(s) may appear and discuss the suspension or recommended expulsion with the Board or its hearing officer and may be represented by counsel at his/her own expense. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. The Board may suspend a student from school no longer than ten consecutive school days, but may suspend a student from riding the bus in excess of ten school days for safety reasons. The Board may expel a student for up to two calendar years.

5. If requested by the student, the parent(s), or their representative, a transcript may be kept of the proceedings by tape or other means.
6. Any student who has been suspended shall remain out-of-school pending an appeal with the School Board. If the suspension is upheld, the remainder of the out-of-school suspension days will be served. If the suspension is overturned, the student shall receive credit for days missed, absences will be erased, and paperwork regarding the suspension will be deleted from the record.

Parents of a child who has been suspended may be required to attend a conference with the building principal prior to the return of the student to school.

CORPORAL PUNISHMENT

In accordance with Section 24-24 of the Illinois *School Code*, Minooka District #201 does **not** permit the use of corporal punishment, which is defined by that statute to include slapping, paddling or prolonged maintenance of students in physically painful positions and the intentional infliction of bodily harm. (Ref. Board Policy 7:190) Classroom teachers and other staff members are urged to refrain from using disciplinary methods such as ridicule, excessive display of temper, etc., which may be physically and/or psychologically damaging to children. Reasonable force may be used when necessary to protect a student or other individual and/or property from harm, and a teacher may remove a student from the classroom for disruptive behavior.

SEARCH AND SEIZURE GUIDELINES

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

The Superintendent may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Certified employees and school administrators may search a student and/or the student's personal effects being carried (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules.

School property, including, but not limited to desks, lockers and parking lots, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) without notice to or consent of the student and without a search warrant.

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.

Students, parents, and visitors should be aware that video cameras record 24 hours a day in various locations throughout the campus and building hallways. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law. Videotapes shall not include an audio component. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

XVIII. SCHOOL AWARDS AND RECOGNITION

The district presents students with the following awards:

1. "Board of Education Awards" are presented annually at graduation to those students in eighth grade who have maintained a 3.90 cumulative grade point average or higher for their seventh and eighth grade years of schooling.
2. "Scholastic Awards" are presented at the end of the year. At the junior high those are: valedictorian of the class, the Bill Davidson Award, for the highest cumulative percentage grade point average. The salutatorian is for the student with the second highest cumulative percentage grade point average. The MEEA Award in honor of Jack Satorius is given to one eighth grade boy and girl. This award is based on achievement, effort, deportment, leadership, and school spirit.
3. Academic awards will be presented at the end of the second semester.
4. The "American Legion Award" is presented to one boy and one girl in the eighth grade based on their courage, honor, leadership, patriotism, scholarship, and service.
5. "Hugh Palmer Math Award" is presented to the top eighth grade boy and girl who excel in mathematics.
6. "Presidential Academic Excellence Award" – this award is presented to all eighth grade students who have earned a cumulative GPA of 3.50 or higher out of a possible 4.00 at the end of the second quarter of the eighth grade year in addition to other criteria determined by the school.

7. "Band Awards" are presented at the end of the school year. The most outstanding musician award is given to one eighth grade student.

XIX. EXTRACURRICULAR ORGANIZATIONS AND ACTIVITIES

The following extra-curricular clubs and Activities require a nonrefundable fee to be paid prior to student participation. Fees will be established annually by the Board of Education.

Basketball	Baseball	Cross Country	Volleyball	Softball
Track	Wrestling	Cheerleading	Soccer	

Extracurricular activities offered by Minooka Community Consolidated School District #201 are an important part of a student's education. They are designed to enrich the educational experiences of students and have been created to encourage participation and promote positive self-esteem and individual growth for each child. Each student is encouraged to participate in one or more activities. All rules and regulations of Minooka CCSD #201 are in force at all extracurricular activities whether they are during the school day or during non-school time, at our school or when we are the guests of other schools.

Clubs and Activities-

- A. **Rebecca Caudill Reading Club** - is an opportunity for readers to unite and share their enjoyment of books. Every year, there is a list of twenty titles that are selected from suggestions made by students around the state. After reading three of these titles, a student is invited to join. A favorite book is selected among the members as the school winner, and new recommendations for the book list are taken. All students at the junior high are invited to participate.
- B. **Student Council** - The student council is made up sixth, seventh, and eighth grade students who are elected by the student body of each grade level in the first nine weeks of the school year. Some of the activities students participate in are: fund raisers for charity, plan dances, plan the talent show, work at concessions, plan student assemblies, and act as liaison between students and staff.
- C. **Math Club**- Math Club is available to all sixth, seventh, and eighth grade students. Practices are held before school, during lunchtime and after school. Math club meets from November through May of the school year. Students participate in IESA competitions.
- D. **Speech Contest**- Junior high school speech contest is held during the period of September through November. Students pick a monologue or duet act to perform. Speech contest is an I.E.S.A. sanctioned activity. Eligibility checks will be conducted during the season.
- E. **School Play**- Fifth, sixth, seventh, and eighth grade students may try out for the school play. The sponsor picks the cast after tryouts are held.
- F. **Spelling Contest**- The spelling contest is held in the spring of each school year for sixth, seventh, and eighth grade students. Winners represent the school in the IVC Spelling Contest.
- G. **Band**- Students in fifth, sixth, seventh and eighth grades are eligible to join band. Practices begin in August and run through June. Students are encouraged to purchase instruments. Rental instruments are available on a limited basis. Students are expected to attend the winter and spring concerts as well as many parades and organization contests. Students may also choose to participate in solo and ensemble contest. This is a graded subject.
- H. **Chorus**- Students in fifth through eighth grades may join chorus. Practices are held during or after the school day. Students are expected to attend all required performances that are scheduled.
- I. **Yearbook**- Yearbook Club utilizes technology to create the memories that are printed into the Junior High School's yearbook. With the use of digital cameras, the internet, and an online-based yearbook program, students in yearbook club are able to design, sell, and promote the school's yearbook.
- J. **Beta Club**- Beta Club is a leadership, service, and scholastic organization. Membership is open to any seventh or eighth grade student based on teacher/administration recommendation as well as a cumulative grade point average of 3.75 or higher and an average test score in reading or math on the Discovery Test of excellent Beta members are required to complete 25 service hours per year by participating in volunteer and other charitable opportunities. Beta club will sponsor a number of charity and fundraising events through the year. All students inducted into Beta Club are expected to maintain a high level of academic excellence, behavior, and character. Any violation of these conditions may result in removal
- K. **Scholastic Bowl**- Scholastic Bowl is open to all fifth through eighth grade students. Section 4.00 of the current I.E.S.A. Handbook outlines the guidelines for participation in scholastic bowl contests. Limitations are put on the number of students who may represent a school during the state tournament series.

XX. ATHLETICS

The athletic program is divided into the following categories:

- A. Junior High Athletics:

With the exception of wrestling, and cross country which allows fifth grade participation, all junior high school athletics are limited to participation by sixth, seventh, and eighth grade students. Interscholastic programs are offered.

B. Interscholastic Athletics:

Interscholastic sports follow Illinois Elementary School Association regulations and are competitive. All students that fulfill the Illinois Elementary School Association and Minooka District #201 eligibility requirements (weekly passing of every subject) are eligible to participate. The number of openings for a team will be posted before tryouts begin.

Fifth Grade Athletics-The goal of the fifth grade program is to allow maximum participation that is reasonably possible, for each student during regular season play in wrestling or cross country. The main objective will be to participate and use competition as a learning tool.

Sixth Grade Athletics-The goal of the sixth grade program is to allow maximum participation that is reasonably possible, for each student during regular season play. The main objective will be to participate and use competition as a learning tool.

Seventh Grade Athletics-The seventh grade program begins to take a competitive approach toward athletics. The main objective will focus on being competitive with other IESA schools. Participation time will be a consideration, but will not be focused on throughout each contest.

Eighth Grade Athletics-The Minooka eighth grade athletic programs have a highly competitive approach toward competition with other IESA schools. Participation time will not be limited to guarantee playing time for all participants.

There are limitations on the following teams.

Seventh and Eighth Grade Teams (A and/or B)

Baseball-Minimum of 12 and a maximum of 18 players per team

Softball-Minimum of 12 and a maximum of 18 players per team

Basketball-Minimum of 12 and a maximum of 15 players per team

Cheerleading-Minimum of 18 and a maximum of 25 cheerleaders

Volleyball-Minimum of 12 and a maximum of 15 players per team

Soccer-Minimum of 45 and a maximum of 55 players

Wrestling – All students will participate

Track – All students will participate

Cross Country-All students will participate

Sixth Grade Team

Baseball-Minimum of 15 and a maximum of 18 players

Basketball (A & B Teams)-Minimum of 24 and a maximum of 30 players

Cheerleading-Minimum of 12 and a maximum of 15 cheerleaders

Volleyball (A and B Teams)-Minimum of 24 and a maximum of 30 players

Note: If player cuts are necessary, no team shall cut less than three players. No student shall be permitted to compete in a tryout, practice, or game unless she/he has a current physical covering the length of the sport and an online registration form completed prior to the start date of the respective sport. Any student that wants to join a non-cut sport must have all required paperwork listed above, turned in within five days of the first practice.

(IESA Handbook) Any student not able to attend tryouts must contact the coach prior to tryouts.

For further information regarding extracurricular activities, please contact the Athletic Director at the Junior High School.

1. General Sports Rules:

- a. Conduct - Athletes are expected to follow all district and school rules. They are to be well-groomed at all times and are to exhibit good sportsmanship at home and away events. Unless prior consent by the coach is given, athletes are to attend all practices. Students should share practice times with parents.
- b. Uniforms - All uniforms are property of Minooka District #201. Athletes will be issued uniforms and necessary equipment at the beginning of the season. Proper care is to be given to uniforms throughout the season. Uniforms are to be worn for the athletic events only. Equipment or uniforms damaged or not properly returned will become the responsibility of the athlete, who will be charged the price of a replacement.
- c. Awards - There will be award presentations throughout the school year immediately following the season's end. Upon a student's successful completion of the first athletic season, that student will earn the letter "M" and the pin for that particular sport. A pin will be awarded for each additional year of participation in that sport. If the student successfully completes a different sport, she/he will receive a pin for that sport. Coaches may also award certificates if they choose.

- d. Physical Examinations - The IESA and District #201 require athletes to have a current physical on file. Physical forms may be acquired in the junior high school office. Physicals are valid for twelve months from the date of completion and must cover the entire scheduled sport season.

2. Participation Rules

- a. When there is a limited overlap of extracurricular activities as outlined below, a student participating in one activity will, upon their request, be given the opportunity to participate in tryouts for an additional activity. If selected by the coach/sponsor of the added activity, the student must return to the first activity for all remaining events, which includes practices as well as contests. The student may attend events associated with the additional activity when they do not conflict with the first activity, which will take priority at all times. Failure to remain with the first activity will cause the student to forfeit the privilege of continuing with the added activity, unless the first activity did not make cuts, in which case the student may leave the first activity to join a second activity and balance the time.

Overlap opportunities are limited to:

1. Softball or Cross Country with Girls' Basketball
2. Softball or Baseball with Cross Country provided the student who participated in Softball/Baseball is not selected for the IESA Sectionals
3. Speech, Scholastic Bowl, Spelling Bee, Math Club, or Drama with each other
4. Speech with Boys' Basketball
5. Spelling Bee, Math Club, or Drama with Boys' Basketball, Cheerleading, Volleyball, Wrestling, Track or Girls' Soccer

In all other situations, participation in more than one extracurricular activity at a time is not permitted due to the significance of the overlap period.

- b. Student athletes are subject to the District discipline policy at any time they are representing Minooka District #201.
- c. Players must be passing every subject on a weekly basis in order to be eligible to participate in athletics. Any athlete marked ineligible a total of three times during a team's season will be removed from that team for the remainder of the season. Student's eligibility will be cumulative for the current grading period
- d. Permission slips and medical forms for a sport with tryouts must be turned in before the team tryout. Permission slips and medical forms for a sport with no tryouts must be turned in by the date specified by the coach.
- e. All players are required to attend all practices and games at the times specified by the coach. A student's absence will be excused if they are competing in a non-athletic contest that conflict with the practice time. A note from the student's non-athletic extracurricular sponsor must verify any absence for a non-athletic extracurricular contest. A note from the student's parent must verify any other absence. If the absence(s) is/are not verified, then it/they become unexcused absences. A note must be turned into the coach at the next practice or game.
- f. Absence from practice will/may affect playing time.
- g. Three detentions and/or a suspension during the season will result in the student being removed from the team for a minimum of one (1) contest. Further detentions and/or suspensions (as stated above), may result in the student being removed from the team for the remainder of the season.
- h. Proper practice attire must be worn during all practice sessions. In the beginning of the season, coaches will clarify proper attire for practice.
- i. Any player demonstrating disrespectful behavior anytime will be suspended for the next contest.
- j. Players are not allowed in the hallway during practices or contests without the permission of their coach.
- k. Proper behavior is expected in any locker room and else-where on school property. This includes the school bus.
- l. Rides should be at the school when practice/contest ends.
- m. Bus Trips
 1. Choose a place to sit and remain there.
 2. Disruptive behavior of any manner will not be tolerated.Any athlete not riding the bus home from an away contest must have his or her parent(s)/guardian(s) sign them out on the "Bus Release" form signed by the parent driving the student home
- n. Athletes should be neatly attired when representing Minooka School District #201. VIOLATION OF ANY OF THE BUS TRIP RULES MAY RESULT IN THE STUDENT BEING SUSPENDED FROM THE NEXT CONTEST or other disciplinary consequences.
- o. Athletes must be in attendance three full instructional periods per day to participate in that day's practice and/or contest.

XXI. PESTICIDE REGISTRATION

School District #201 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pes-

icides must be used immediately, we will notify you as soon as possible. Contact the Assistant Superintendent's office if you wish to be added to the registry at 467-3127.

XXII. PARENTAL RIGHTS

Parents/guardians have the right to request information regarding the professional qualifications of their student's classroom teachers. Upon request, the District will provide the following information: (a) whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (b) whether the teacher is teaching under emergency or provisional status; (c) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and (d) whether the child is provided services by a paraprofessional and, if so, his/her qualifications.

The School District and/or each school has a parental involvement policy that is regularly distributed to all parents/guardians. Parents/guardians will be provided with timely notice of parent involvement activities and will receive a description and explanation of the school's curriculum, the forms or academic assessment used to measure student progress, and the proficiency level students are expected to meet. The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available upon request.

XXIII. AMENDMENTS

This handbook may be amended at any time during the year without notice.

MINOOKA CCSD#201 STUDENT-PARENT HANDBOOK CERTIFICATION

I, _____, a _____ grade student at Minooka CCSD #201, hereby acknowledge having received a copy of the Minooka CCSD #201 Student-Parent Handbook, including the Internet Access, I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. I will also take the handbook home so those in my family understand the procedures and regulations of the school. By signing this document the parent/guardian acknowledges having read and reviewed the handbook.

Signed: _____ Date: _____ Home Room Number: _____
Student

Signed: _____ Date _____
Parent

CONSENT TO USE OF MATERIALS ON WEB SITE

The undersigned parent(s) or guardian(s) hereby consent to Minooka CCSD #201 District's (the "School") use, reproduction, display, and performance of any creative works made or authored by the below named student as part of his or her School activities (including, without limitation, pictures sketches, essays, short stories, and poems), together with the student's first name and last initial and his/her grade for identification purposes, for inclusion and display in the School's web site. As a safety precaution, if a picture of a student or class is displayed on the School's web site, the student's name and address, phone number, or other personal information relating to the student. We understand that the School may do so by giving the School's permission to use the student's work on the School's web site, if any done with the materials by those from the School's web site, if any ed in various newspaper articles.

(Please check one)

____ Yes, my child's work or photo

____ No, my child's work or photo

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____



It looks like this is the front of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an odd-numbered page.
 - Ensure the page number below is an **ODD** number.
- The next page is blank or contains only a logo or picture.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

article.

er article.



It looks like this is the back of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an even-numbered page.
 - Ensure the page number below is an **EVEN** number.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.