



**Parent and Student Handbook  
2017-2018**

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## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

# SCHOOL DISTRICT INFORMATION

## Superintendent's Message

Welcome to the 2017-2018 School Year

This handbook was developed to serve as a guideline for our students to succeed in our schools and beyond. As we begin the school year, I encourage parents to continue to be engaged in the education of their children. Active parent participation will show the students that their learning is important not just while they are in our schools but in their home life as well. Parent involvement will also allow you to be better consumers of the educational opportunities provided to children and families in our district.

Communities are defined by their schools and in turn schools provide a community with an identity. 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 2017-18 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

## DISTRICT ADMINISTRATION CENTER

### Minooka Community Consolidated School District #201

#### Board of Education

Mr. James Satorius, President  
Phone: (815) 467-6043  
[JimSatorius621@gmail.com](mailto:JimSatorius621@gmail.com)

Mrs. Vicki Allen, Vice-President  
Phone: (815) 467-1550  
[va1231@yahoo.com](mailto:va1231@yahoo.com)

Mr. John Clucas, Treasurer  
Phone: (773) 729-0841  
[jclucas@min201.org](mailto:jclucas@min201.org)

Mr. Al Skwarczynski, Secretary  
Phone: (815) 467-4677  
[askwarczynski@min201.org](mailto:askwarczynski@min201.org)

Mr. Ed Cronin  
Phone: (815) 729-3175  
[ecronin@ftdi.com](mailto:ecronin@ftdi.com)

Mrs. Renee Thompson  
Phone: 815-255-2227  
[renthompson@min201.org](mailto:renthompson@min201.org)

Mr. Andrew Karceski  
[akarceski@min201.org](mailto:akarceski@min201.org)

District Website: [www.min201.org](http://www.min201.org)

Board meetings are held on the third Monday of the month at the Minooka School District #201 board room located in the Minooka Primary Center building. The Committee of the Whole meetings take place at 6:00p.m. before the regular meeting which begins at 7:00p.m. also in the Minooka School District #201 board room. 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, please refer to the board meeting dates on the website for the most updated information)  
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.

## **District Administration**

### **District Office**

305 West Church Street

Minooka, Illinois 60447

Phone # (815) 467-6121

Fax # (815) 467-9544

### **District Administration**

Superintendent

Assistant Superintendent

Business Coordinator

Director of Special Education

Assistant Director of Special Education

Director of Information Technology

Network Manager

Director of Transportation

Director of Buildings and Grounds

Food Service Director

Dr. Kris Monn

Dr. Joshua Ruland

Mrs. Colleen Bogart

Mrs. Tiffany Staab

Mrs. Jill Lustik

Mr. Aaron Souza

Mr. Afrim Bakii

Ms. Cathy Haase

Mr. Kevin Smith Sr.

Ms. Niguel Fink

## SCHOOL DISTRICT BUILDINGS

### **Minooka Elementary School**

Mrs. Natalie Baxter, Principal  
Mrs. Gina Ruggeri, Asst. Principal  
400 Coady Drive  
Minooka, Illinois 60447  
Phone: (815) 467-2261  
Fax: (815) 467-4423

### **Minooka Intermediate School**

Mrs. Jeana Pekol, Principal  
Mrs. Jacqueline Harig, Interim Asst. Princ.  
Mrs. Monica Totaro, Asst. Principal  
321 West McEvelly Road  
Minooka, Illinois 60447  
Phone: (815) 467-4692  
Fax: (815) 467-3121

### **Minooka Junior High School**

Ms. Sarah Massey, Principal  
Mr. Jason Finkelstein, Asst. Principal  
Mrs. Adrienne McKerrow, Asst. Princ./A.D.  
333 West McEvelly Road  
Minooka, Illinois 60447  
Phone: (815) 467-2136  
Fax: (815) 467-5087

### **Aux Sable Elementary School**

Ms. Ciara Manno, Principal  
Mrs. Gina Ruggeri, Asst. Principal  
1004 Misty Creek Drive  
Minooka, Illinois 60447  
Phone: (815) 467-5301  
Fax: (815) 467-2166

### **Jones Elementary**

Dr. Rodney Hiser, Principal  
Mrs. Sarah Monroe, Asst. Principal  
800 Barberry Way  
Joliet, Illinois 60431  
Phone: (815) 290-7100  
Fax: (815) 290-7120

### **Walnut Trails Elementary**

Dr. Kathleen Cheshareck, Principal  
Mrs. Sarah Monroe, Asst. Principal  
301 Wynstone Drive  
Shorewood, Illinois 60404  
Phone: (815) 290-7400  
Fax: (815) 290-7420

### **District #201 Transportation**

Ms. Cathy Haase, Director  
700 East Minooka Road  
Minooka, IL 60447  
Phone: (815) 467-5133  
Fax: (815) 467-9484

### **Minooka Primary Center**

Ms. Teresa Miller, Principal  
305 West Church Street  
Minooka, Illinois 60447  
Phone: (815) 467-3167  
Fax: (815) 467-3168



# ATTENDANCE

## School Hours

Student attendance hours:

All Elementary Schools	8:35 a.m.--3:25 p.m.
Minooka Primary Center	8:45 a.m.--3:35 p.m.
Minooka Intermediate School	7:40 a.m.--2:30 p.m.
Minooka Junior High School	7:45 a.m.--2:35 p.m.

1. Students who do not ride the bus are to arrive at school no earlier than ten minutes prior to starting time.
2. Once students arrive at school, they are not to leave the school grounds unless proper permission has been granted.
3. 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.
4. Parents of students who will be absent should call the respective school office by 9:00 a.m. to report their child's absence.

## Emergency School Closing

School may be closed due to

- weather,
- physical plant malfunction,
- or unforeseen emergency.

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.

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.

- Information concerning school closing will be given on the following stations:
- Late starts due to weather may delay opening of schools up to one hour.
- If school is cancelled, after school activities for that day will also be cancelled.

### District Communication Procedure:

In the event of a school closure, Minooka 201 will send out mass notifications, including but not limited to: mass email through our gradebook system, smartphone notifications and mass

calling through our automated dialing system. In addition our district website ([www.min201.org](http://www.min201.org)) home page will be updated with school closing information and local radio or news stations will be notified. Below are radio and television stations that should be updated through [emergencyclosingcenter.com](http://emergencyclosingcenter.com)

#### Radio

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

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

WBBM (Chicago) 780 AM

#### Television

CBS Channel 2 WGN Morning News Fox 32 CLTV News

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

### **Student Absences**

#### 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.

#### 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. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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 physician's 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.

### 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.

### 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.

### 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:

- 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.

- Critical illnesses or death in the immediate family. This includes funerals and necessary travel.
- Pre-arranged absences.
- Family emergencies.
- 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.
- Court appearances. Students must present a statement from the court showing appearances.
- Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.
- Attending a military honors funeral to sound TAPS (Grades 6-8 only).
- Others as determined by the building administrator.
- Any absences not excused by the building administrator will be considered unexcused and interpreted as truancy.

### 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:

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

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

### 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.

### **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

### 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.

#### 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.

#### 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.

#### 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

#### 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.

#### 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).

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **DISCIPLINE**

### **Discipline Policy (Board Policy 7:190)**

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.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about

- which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school

- property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

The grounds for disciplinary action also apply whenever the student's conduct is reasonably



related to school or school activities, including but not limited to:

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

## **Disciplinary Measures**

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

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

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

and/or address the disruption is a suspension or expulsion.

### **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.

### **Weapons Prohibition**

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

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

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

### **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:
  - a. unlawful use of weapons under 720 ILCS 5/24-1 of the Criminal Code of 1961 (Weapons)
  - b. a violation of the Illinois Controlled Substances Act
  - c. a violation of the Cannabis Control Act
  - d. a forcible felony as defined in 720 ILCS 5/2-8 of the Criminal Code of 1961 (Board Policy 7:190)
  - e. 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).

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

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

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

### **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 (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 student's return to school.

### **Make-Up Work**

If a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

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.

## **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.

### **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 parent(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.

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

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

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

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.

## **FEE SCHEDULE**

### **Fees, Fee Policies, and Insurance**

For a listing of fees for the current school year, please contact the school where your child will be attending.

### **Waiver**

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

In accordance with Board Policy 4:140 governing fee waivers, applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The District will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the office of the assistant superintendent. Please contact any school administrators' office for necessary applications. District fee waivers are a requirement.

### **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.

### **Textbook Loans**

A parent/guardian may request the loan of a textbook(s) by submitting an individual request to any school office.

### **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.

1. Students may bring a sack lunch or buy a hot lunch.
2. Parents can pay for lunches by the week, month or year.
3. Milk
  - a. Hot lunch prices include one milk per student. Students bringing a sack lunch may also purchase milk by the carton.
  - b. Junior high students may purchase milk on a daily basis by the carton.
4. 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.
5. Students may not carry a negative lunch balance exceeding \$10.
6. Replacement Cards cost \$5.00.



7. No Energy Drinks.

8. No sharing of food or bringing large quantities to share during lunch.

At the elementary buildings, students generally go outside for a recess break of 15 minutes. Students can stay inside for up to three days without a doctor's note but anything after 3 days requires a doctor's note. Students not participating in recess will not be able to participate in PE classes.

## **MEDICAL AND HEALTH INFORMATION**

### **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 presented 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. Students not participating in P.E. will not participate during recess.

## **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
  - a. Dosage
  - b. Route of medication
  - c. 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 treatment or school year. If not, they will be discarded by the nurse in the presence of a witness affixed to the container. The medications are to be picked up by the parent/guardian at the end of 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.

If it is medically necessary for a student to have cough drops at school, a parent note must accompany the cough drops to school. The cough drops will be kept at the teacher's desk and will be dispensed at the teacher's discretion.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine auto-injector while in school or at school sponsored activities provided a physician order is obtained and the parent/guardian has completed and signed a School Medication Authorization Form. Any student with an allergy diagnosis requiring an epinephrine auto-injector also needs to submit an Allergy Action Plan by the first day of school or upon a new allergy diagnosis. A student may possess and self-administer an asthma inhaler while in school or at school sponsored activities provided a physician order or the original inhaler prescription label/box is provided and the parent/guardian has completed and signed a School Medication Authorization Form. All students with the diagnosis of Asthma also need to submit an Asthma Action Plan by the first day of school or upon a new diagnosis of Asthma. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Medical Management Plan signed by a healthcare provider on file with the school.

If it is medically necessary for a student to wear and/or reapply homeopathic oils at school, a physician order stating that fact is required. The oils will need to be stored in the health office, and the student may self-administer the oils to the bottom of his/her feet.

### **Physical, Immunization, and Dental Requirements**

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade--Including Early Childhood and Pre-Kindergarten.

Proof of one dose of Meningococcal Conjugate vaccine given on or after the 11th birthday is required for entry into grades 6, 7, and 8. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and

seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious grounds if the student’s parent/guardian provides an Illinois Certificate of Religious Exemption completed and signed by the healthcare provider completing the health examination.

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

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.

## **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, 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
5. 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, birthdate 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.

## **Student Privacy Protections**

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

## **SPECIAL EDUCATION**

### **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. Such information is also available online through the District website. 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.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **TRANSPORTATION**

### **Bicycle, Skateboard, Scooter, and Similar Transportation 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. (See building procedures for storage of skateboards, scooters, etc)
3. Bicycles must be walked on school property.

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

### **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. For each day the end of day transportation is changed, 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.

### **Elementary School Playgrounds**

1. Students will follow all playground safety rules.
2. Students may go outside the building in the winter months when the temperature, including wind chill is ten degrees or higher. Students should wear warm clothing, i.e. snow pants, coat, hat, boots, and gloves. Should a student not have the proper attire, she/he will remain on the blacktop or next to the building.

### **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 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 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.

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for

equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

## CURRICULUM AND INSTRUCTION

### Student Evaluation

1. Report cards are issued electronically through online grading system at the end of each nine weeks grading period.
2. 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.
3. If a student is in danger of failing a subject or have dropped two letter grades for the nine week grading period, the parent will be contacted prior to a grade being assigned.
4. A paper copy of quarterly report cards will be sent home to any family that does not have access to the online grading system.
5. The following grading scale is required/administered for grades Three through Eight:  
A = 100-94  
B = 93-86  
C = 85-76  
D = 75-70  
F = 69-0

Students in Kindergarten will be given a report card based on grade level expectations/outcomes. First and Second grade will be graded with M, T, or B

6. A schedule of Parent/Teacher Conferences will be listed in the school calendar each year.

### Grade Point Average Explanation

Grade Point Average (GPA) will be based on:

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

All students, fourth 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.

In calculating the GPA for grade Four, the following subject areas are applicable on an equally weighted basis: Literacy, Language Arts, Mathematics, Social Studies, and Science. Art, Music, and Physical Education/Health will not receive letter grades. Rather, students will receive an "M"

for Meets, “T” for Working Towards or a “B” for Below Standards. In Fourth Grade a student must receive “M’s” in these areas to qualify for the honor roll.

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.

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

### **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)

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**

#### Remediation

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

#### 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:

1. Successful completion of the curriculum
2. Attendance
3. Performance based on:
  - a. PARCC Assessment

- b. Standardized achievement tests
- c. Student's Individualized Education Plan
- d. Teacher Recommendation
- e. Quarterly Subject Tests
- f. District Benchmark Assessment

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.

### **Accelerated Programs**

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.

### **Physical Education**

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.

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.

### **Exemption From Physical Education Requirement**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious



prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law

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

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

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

### **Sex Education Instruction**

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

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

### **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.

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

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

## **NONDISCRIMINATION POLICIES AND GRIEVANCE PROCEDURE**

### **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 Prohibited (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.

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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.

### **Teen Dating Violence Prohibited (7:185)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint: Enforcement**

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

The District's complaint managers are:

Dr. Joshua Ruland

815-467-3127

Dr. Kathleen Cheshareck

815-290-7400

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

The District's complaint managers are:

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

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

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

### **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

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## GENERAL INFORMATION

### District Rules

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.

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.

1. 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.
2. Students shall not trespass on their way to and from school.
3. No smoking or use of electronic cigarettes on school grounds
4. No food, candy, or drinks are allowed in the gymnasiums.
5. It is the responsibility of students to make arrangements for transportation home from after school activities.
6. 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.



7. 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.
8. 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.
9. 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).
  - a. Fashion or materials, which exaggerate, emphasize, reveal, or call attention to anatomical details, or expose undergarments;
  - b. Torn or cut articles of clothing;
  - c. Sleeveless shirts, mesh shirts, or biker shorts;
  - d. Skirts above the extended fingertips;
  - e. Shorts above the extended fingertips;
  - f. Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, profane or gang related;
  - g. Outer garments (i.e., coats, hats, scarves) cannot be worn during the school day.
10. Students' coats, book bags, and backpacks must be left in the student's locker.
11. Students must be attendance three full instructional periods per day (for elementary schools the equivalent of 150 instructional minutes) to participate in that day's extracurricular activities.
12. The respective building administrator must sanction all school parties, dances, etc.
  - a. 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.
  - b. No Halloween costumes allowed at the junior high school or intermediate school.
  - c. Grades K-4 will have Halloween, Christmas, and Valentine's parties planned by homeroom teachers/room parents. PTO may coordinate and supply refreshments. Refreshments will be served during the party. Treat bag contents shall be non-consumable.
  - d. All children's birthday treats in grades K-4, where parents/guardians provide food, must be approved by the school nurse in order to be distributed immediately preceding dismissal from school. Each parent must sign a consent form, in addition to nurse approval, if treats are eaten during the school day. The classroom teacher, nurse, building administrator, and when applicable parents/guardians shall approve birthday treats at least three days prior to distribution and/or consumption.

- e. As per Health Department guidelines, no food made at home may be handed out to students. Food items must be individually wrapped from the manufacturer and must not contain or be processed in a plant with peanuts or tree nuts.
- f. 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.
- g. Party invitations or gifts for classmates should not be brought to school to be distributed.
- h. Classroom treats brought to recognize a student's birthday must follow the appropriate procedure for approval and must be offered to all students in the class.

A form for bringing treats to the school must be filled out 3 days 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.

### **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.

### **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.

### **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.

## **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.

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

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

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at:

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

### **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. The district will make a public notification two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify the community as soon as possible.

### **Suicide and Depression Awareness and Prevention (Board Policy 7:290)**

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

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

### **English Learners**

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

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

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

## **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**

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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.

## **Athletics**

The athletic program is divided into the following categories:

### 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.

### 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.

## **General Sports Rules**

Conduct - Athletes and parent spectators are expected to follow all district and school rules.

Athletes 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.

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.

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.

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.

## **Participation Rules**

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.



- A. Student athletes are subject to the District discipline policy at any time they are representing Minooka District #201.
- B. 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
- C. 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.
- D. 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.
- E. Absence from practice will/may affect playing time.
- F. 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.
- G. Proper practice attire must be worn during all practice sessions. In the beginning of the season, coaches will clarify proper attire for practice.
- H. Any player demonstrating disrespectful behavior anytime will be suspended for the next contest.
- I. Players are not allowed in the hallway during practices or contests without the permission of their coach.
- J. Proper behavior is expected in any locker room and else-where on school property. This includes the school bus.
- K. Rides should be at the school when practice/contest ends.

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

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

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

### **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

- A. 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.
- B. Athletes must be in attendance three full instructional periods per day to participate in that day's practice and/or contest.

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: \_\_\_\_\_

### **Student Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

## 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 web site, there will be no reference to student names, initials or other personal information relating to the student. We understand that the School has no control over who will access the School's web site and what, if anything, will be done with the materials by those who access the website. We also understand that, if at any time, we wish to revoke this consent, we may do so by giving the School written notice. Upon receipt of such revocation, the school will remove all of the student's materials from the School's web site, if any, as soon as reasonably possible under the circumstances. This consent also applies to pictures printed in various newspaper articles.

(Please check one)

Yes, my child's work or photographs may be displayed on the school web site or in a newspaper article.

No, my child's work or photographs may not be displayed on the school web site or in a newspaper article.

Name of Student: \_\_\_\_\_

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

\_\_\_\_\_  
Date

