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## INTRODUCTION

### District Mission Statement:

“Our mission is to provide opportunities for our youth to develop educationally, emotionally, physically, and socially to the fullest extent of their ability”

### District Vision Statement:

“Learning Today, Shaping Tomorrow!”

### Preamble:

This handbook is provided to the students and their families to acquaint them with rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

## RIGHTS AND RESPONSIBILITIES:

*“A child educated only at school is an uneducated child.”*

### Student Responsibilities:

- Come to school every day and be on time.
- Come to class prepared (books, paper, pencils, etc.) and complete daily assignments.
- If needed, ask your teachers for help.
- Help care for books, supplies and all school property.
- Be polite and courteous to students, teachers and staff.
- Keep yourself neat and clean.

### Student Rights:

- Learn and receive help with your studies.
- Be protected from physical or verbal abuse.
- Respectfully give your point of view, as long as it does not harm others.
- When appropriate, be disciplined in private.
- Be informed of the School Disciplinary Code.
- Be treated respectfully by other students and staff members.

### Parent/Guardian Responsibilities:

- See that your child attends school regularly and on time.
- Understand the responsibilities of the teachers and administrators who take the place of parents/guardians during the school day, and support the rules of the school.
- Safeguard your child’s health by making sure that he/she goes to the doctor and/or dentist regularly and when necessary.
- Attend school conferences and other activities.
- Plan a time and place, with supervision, for your child to do homework.

### Parent/Guardian Rights:

- Expect a classroom atmosphere that allows good education to take place.
- Review your child’s records.
- Be informed of your child’s attendance, learning or behavior concerns.
- Share in parent/guardian activities.
- Receive periodic reports on your child’s progress in learning.
- Request a teacher conference between 7:45 a.m. and 8:00 a.m. or 3:00 p.m. and 3:20 p.m.

### Teacher Responsibilities:

- Arrive to school on time and be prepared for the day’s lessons.
- Provide the best possible classroom climate for learning.
- Respect all students and parents/guardians.
- Be available during school hours to confer with staff, parents/guardians and students.
- Enforce the rules of the school courteously, consistently and fairly.
- Assist with behavior management throughout the building.
- Contact parents/guardians when concerns involving a student’s academic, behavioral or emotional well-being arise.

### Teacher Rights:

- Expect students to behave properly.
- Expect assignments to be completed and on time.
- Be treated respectfully by students,

parents/guardians and other staff members.

- Call for a parent/guardian conference when a student concern arises.

## ASSIGNMENTS

### Make-Up Work:

Students are encouraged to make up all written work missed as the result of an excused absence. It is the responsibility of the student to see that the work is made up within a reasonable amount of time (usually one day for each day of absence). If a student is absent more than one day, a request for schoolwork to be sent home may be made by parents/guardians. Call the school first thing in the morning, preferably when you call in your child's absence for the day. This allows teachers the use of planning periods to write out assignments. The work may be picked up in the office after 2:00 p.m. Work may also be assigned on Google Classroom in lieu of hard copies.

### Missed or Late Assignments:

Students failing to have class assignments ready on time (illness excepted) should be prepared to suffer the consequences of their choice not to do the work. Each teacher will have a class policy regarding missed or late assignments.

## SCHOOL ATTENDANCE

### Illinois School Code:

All aspects of the operation of Herman E. Dummer Elementary School comply with the regulations stated in the Illinois School Code. Any situation that arises during the operation of the school may be addressed in this handbook, the Illinois School Code or both.

### School Attendance:

The district's educational program is built on the premise that regular attendance is vital to a student's success. Seeing that a student maintains regular attendance requires a cooperative effort among students, parents/guardians and school personnel.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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.

### Participation in After School Activities:

A student must be in attendance one-half day (8:00-11:30 am or 11:30-2:55 pm) in order to practice or participate in an extracurricular event that day. Exceptions may be granted for pre-arranged absences or emergencies.

### Reporting an Absence:

To report an absence, parents or guardians are to call the school (815-786-8498) between 6:00 a.m. and 10:00 a.m. on the day of the absence. (An answering machine will take calls before 7:00 a.m.) NOTES, EMAILS, and TEXTS WILL NOT BE ACCEPTED FOR A STUDENT'S ABSENCE. If a phone call is not received by 10:00 a.m., a reasonable attempt will be made to contact a parent or guardian. If contact cannot be made, the absence will be considered UNEXCUSED.

### Valid Causes for Absenteeism:

In keeping with Section 26-2a of the Illinois School Code, this district considers the following circumstances to be valid causes for a student's absence (students with over seven absences will be required to produce a doctor's note in order for the absence to be excused.):

- Illness (medical documentation will be required for chronic absences).
- Fever: Students sent home from school with a fever of 100 degrees or higher may return to school when they are fever-free for 24 hours without the use of fever-reducing medicine.
- Observance of a religious holiday.

- Death in the immediate family.
- Family emergency (must be approved by the school administrator).
- Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator.

**Anticipated Absences:**

Excused absences may be granted for medical, dental and legal business as well as other parental requests made in advance. The school must be notified through the procedure listed above. When full-day absences are anticipated, it is the responsibility of the STUDENT to pick up their assignments and to make sure they are submitted upon their return. It may not be possible to get homework in advance. If the teacher is not able to produce homework in advance, the student will be given extra time to complete their missed assignments upon return to school.

After a student is required to produce a doctor’s note, anticipated absences (without a doctor’s note) are no longer excused and may receive an unexcused.

**School Tardies:**

Students arriving at school after the last bell (8:00 a.m.) will be considered tardy. Students will need to sign in to the office before going to class. Chronic tardiness may result in further action.

**Truancy Policy:**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are

chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available (see Resources and Supportive Services), the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

**Absences:**

Examples of unexcused absences include, but are not limited to, the following: personal grooming appointments not related to medical conditions; automotive maintenance; employment during school hours when not related to a high school educational program; oversleeping; every three accumulated tardies; if a doctor’s note is required and not received within three calendar days of the missed day(s); and student cuts. Determination of excused absences will be made by the administration. The administration can deviate from these guidelines depending on individual circumstances.

In all unexcused absences, the following guidelines will be followed for grading purposes:

- Students will have 1 day for each day of absence to make up homework.
- For out-of-school suspensions, students and/or parents/legal guardians are encouraged to pick up work. This work will be due upon the student's return to school. If a teacher is unable to give all homework in advance, then the student will be given an extra day for each day missed to complete the assignment. Tests and quizzes shall be given upon the student's return to school.
- Tutoring and/or help will not be given during this detention. This only applies to the days missed after the student is officially designated as a truant.

Students shall be permitted no more than seven (7) excused absences, including vacations, per school year based upon parental/legal guardian confirmation for the reasons of the absence. After the student has been excused seven times in one school year, additional excused absences for illnesses may only be verified through a written medical statement from a physician.

After seven (7) excused absences, the school office will notify the parents/legal guardians by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level), religious reasons that prohibit attendance for a given time and/or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student is sent home due to illness documented by school personnel or if a student's absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count towards the seven days permitted by this section. If the student was sent home by school personnel due to a fever, he or she will not be penalized with an unexcused or excused absence (will not be counted as one of the seven parent-excused absences) the

following day in order to remain home fever-free for 24 hours. All doctor notes must be turned in to the office in a timely manner or the administration has the discretion not to accept the doctor's note. For extended absences, the administration may ask for updated documentation of the absence.

When a student reaches three (3) unexcused absences, a letter will be sent to the parent/legal guardian warning of future consequences related to attendance. At five (5) unexcused absences, the student will be referred to the DeKalb County Truant Office for intervention.

When counting unexcused absences, the district will count back 180 school days (i.e. unexcused attendance days from the previous year will be counted towards the student's current school year attendance records). When requested, the student will be required to provide a doctor's note. Notes and letters will be placed in the student's temporary file.

Each building principal or designee will compose a letter at the end of the year. The letter should list all students identified with a truancy problem through referral. This list should list the student name, attendance record and all interventions to date. The list will be forwarded to the building principal responsible for the student in the following school year.

### **Resources and Supportive Services:**

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

- Conferences with school personnel.
- Counseling services of school counselors, social workers or psychologists.
- Placement in alternative educational programs.
- Referral to community agencies for appropriate services.

## **DISCIPLINARY PROCEDURES**

We teach our students responsibility for their own behavior. They are given a clear choice - follow the rules and enjoy the rewards, or break the rules and receive the consequences.

Each teacher has developed his or her own plan that is always in effect within the classroom. In addition, specific rules are established for the cafeteria, playground and hallways. Again, there will be rewards for those students who choose to observe the rules and consequences for those who do not. If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide meaningful consequences for your child. It is important that our children know that both the home and the school are working together to influence their behavior.

Our goal is to create an ideal learning atmosphere for your child. We want a safe, orderly school in which your children can receive the type of education they deserve.

### **Behavior Expectations:**

- Follow directions the first time given.
- Listen respectfully when others are speaking.
- Work in class without disturbing others.
- Respect others' rights, feelings and property.
- Conduct yourself in a manner that promotes safety for all.

### **Severe Disruption Clause:**

Students may be referred to the office at any time for severe disruptions.

### **Dummer Behavior Incentive Program:**

In an effort to fulfill the behavior expectations of Dummer Elementary School, and ensure that all students understand, develop, and consistently demonstrate the character traits of responsibility, trustworthiness, citizenship, caring, fairness and respect, Dummer Elementary will implement an intervention

system for grades 4 and 5. Students need to learn the value of positive and negative consequences in the choices that they make.

Students that make positive choices will be rewarded with incentive celebrations twice each trimester. Each celebration will be approximately an hour long. Along with teachers, students will also track their own progress as they set goals and strive to display the pillars of character.

Students that do not make positive choices will have unfavorable consequences in the following categories:

- Disruptive Conduct
- Defiance/Disrespect
- Inappropriate Physical Contact
- Other Inappropriate Behavior

Our goal is for our students to learn from their mistakes. The behavior system will start over after each celebration; every student begins with a clean slate. In each category and separately, consequences are recorded and built upon in a progressive system:

1. Written Warning (Pink Slip) sent home, loss of 20 minutes of trimester celebration, loss of weekly Responsibility Club
2. Parent/Guardian contact by teacher, Pink Slip sent home, loss of 40 minutes of trimester celebration, loss of weekly Responsibility Club
3. Parent/Guardian Contact by administration, Pink Slip sent home, loss of weekly Responsibility Club, and loss of entire trimester celebration
4. Parent/Guardian Meeting with teacher and administration, Pink Slip sent home, loss of weekly Responsibility Club, loss of entire trimester incentive

**Lunch Detentions:**

Lunch detentions may be issued when students fail to comply with school or classroom rules. Students serving lunch detention will be required to eat silently in an isolated area with supervision of teachers or another staff member.

**Classroom (Teacher) Detentions:**

Teachers may issue classroom detentions when students fail to comply with school or classroom rules. A duplicate form requiring parent/guardian and student signatures will be used to notify parents/guardians of the detention. The issuing teacher will determine the length and time of the detention. Failure to serve a classroom detention will result in additional parent/guardian contact and possible disciplinary action.

**School Detentions:**

School detentions will be held per building administrator discretion. The duration will be determined by the administrator. The administrator will assign all school detentions. A faculty member may issue a school detention after a conference with an administrator. Students who fail to serve school detentions or fail to return a signed detention slip with parental/guardian permission will receive additional consequences.

Parental/guardian notification through a phone call or a signed detention will be required prior to the student actually serving the detention. Students are expected to return a signed (parental/guardian signature) detention notice the day following the issuance of the detention. Parents/guardians are responsible for arranging transportation on days when their child must serve a detention. Failure to return a signed form or serve a detention will result in additional disciplinary action.

**Temporary Removal from Class:**

Temporary removal from class will be

utilized as a disciplinary option. Students will be sent to the office or another appropriate open spot when being removed from class.

**Corporal Punishment:**

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

**Search and Seizure:**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

The Superintendent or his/her designee may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Such searches may be conducted using specially trained dogs or technology. Searches conducted by authorized school personnel, in conjunction with or at the request of the law enforcement agencies, will be conducted in accordance with the standards applicable to such law enforcement agencies. If such a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. When appropriate, the District also may turn over such evidence to law enforcement authorities.

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

School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the student or parent, and without a search warrant. As a matter of public policy, the General Assembly of the State of Illinois has found that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School lockers are property of the school district and students are allowed to use the same as an accommodation. Students should therefore not have any expectations of privacy in matters related to school lockers. To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects, including vehicles, left in those places and areas by students, without notice to or consent of the student, and without a search warrant.

In specific incidents, school authorities may search areas (including but not limited to school property) when there is reasonable suspicion that the search will produce evidence

that the student has violated either the law or the District's rules.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Student Discipline**

#### **Authority to Impose Discipline**

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline.

Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds. Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may temporarily remove students from a classroom in cases of disruptive behavior. The superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) for a period not to exceed 10 school days.

### **Student Behavior**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

## Prohibited Student Conduct

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn.

Students may be disciplined for gross disobedience, misconduct, or engaging in prohibited student conduct whenever it is reasonably related to school or school activities. Examples of conduct that can result in interventions or discipline include but are not limited to the following:

- a. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- b. 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.
- c. Using, possessing, distributing, purchasing, selling or offering for sale:
- d. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- e. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- f. 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.
- g. 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.

- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed, 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 other physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the substance to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- i. "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.
- j. 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.

- k. 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.
- l. 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.
- m. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- n. Using or possessing an electronic paging device.
- o. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic

devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- p. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- q. 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.
- r. 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.
- s. 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.
- t. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent

- exposure (including mooning) and sexual assault.
- u. Engaging in teen dating violence.
  - v. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  - w. Entering school property or a school facility without proper authorization.
  - x. 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.
  - y. Being absent without a recognized excuse.
  - z. Being involved with any public school fraternity, sorority, or secret society.
  - aa. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  - bb. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  - cc. 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.
  - dd. 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.

- ee. 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 the types of conduct described above, or 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 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:

- a. Notifying parents/guardians.
- b. Disciplinary conference.
- c. Withholding of privileges.
- d. Referral to outside agency
- e. Temporary removal from the classroom.
- f. Return of property or restitution for lost, stolen or damaged property.
- g. In-school suspension.
- h. 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.)

- i. Community service.
- j. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- k. Suspension of bus riding privileges.
- l. Suspension from school and all school activities for up to 10 days. A suspended student may also be prohibited from being on school grounds or attending any school activities.
- m. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student may also be prohibited from being on school grounds or attending any school activities.
- n. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and in accordance with Articles 13A and 13B of the School Code.
- o. 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.

### **Due Process**

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct. In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

### **Suspension Procedures**

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with a conference during which oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials. A pre-suspension conference is not required and the student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and conference will follow as soon as practical.
2. An attempted phone call to the student's parent(s)/guardian(s) will be made to report the suspension. The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
3. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the

student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or explanation of why the length of suspension was chosen and address the threat or disruption posed by the student. For a suspension of 4 or more school days the notice shall also include an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted and no other interventions are available, and for suspensions of 5 or more school days an explanation of what, if any, appropriate and available support services will be provided to the student.

4. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the Superintendent or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board or a hearing officer appointed by the Board.
5. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the Superintendent's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by the Board or a hearing officer appointed by the Board.
6. At the hearing, the student has the right to: have legal counsel at his/her own expense, the right to question the person

who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.

7. After presentation of the evidence, the hearing officer will report to the Board, via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

### **Expulsion Procedures**

The following expulsion procedures will be followed:

1. The building administrator will recommend to the Superintendent whether a student should be expelled.
2. If the Superintendent agrees with the building principal, a written notice will be sent to the student and his/her parent(s)/ guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by the Board or a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the building administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf. The notice may request that if the student is to be represented by an attorney the Superintendent be notified of the attorney's name and contact information.
3. At the expulsion hearing, the Board or

the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct, including information of any other interventions attempted, or if no other interventions were available and evidence of the threat or disruption posed by the student, and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.

4. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision. If expelled, the decision shall detail the specific reason why removing the student from school is in the best interest of the school, provide a rationale for the duration of the expulsion, document how all behavioral and disciplinary interventions have been exhausted or if there is a determination that no other appropriate interventions exist, and document how the student's continuing presence in school poses a threat or substantially disrupts or interferes with the operation of the school.

### **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.

## **SPECIFIC DISCIPLINARY CONCERNS**

(Listed alphabetically):

### **Alcohol, Drugs and Look-Alike Drugs:**

It is illegal in Illinois for anyone under the age of 21 to be in possession of alcohol. It is illegal for anyone to possess, sell, manufacture, or use drugs or look-alike drugs. Violations of these laws will be referred to the proper law enforcement authorities. No student shall possess, use, transmit, purchase, transact business, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine or other intoxication liquor, or possess, use, or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the students mood or behavior. This policy includes but is not limited to; alcohol, alcohol look-alikes (i.e. Sharps, O'Douals), drug paraphernalia, look-alike drugs and/or drugs. Students who violate this policy on school grounds or during school sponsored activities (home or away) may be suspended and/or expelled from school.

The Sandwich School District maintains and practices a strict policy for students in possession or who solicit, purchase, or transact business of drugs/drug paraphernalia/look-alike, or who are under the influence of these substances on school grounds or during school sponsored activities i.e. using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressively or implicitly represented to be an illegal drug or controlled substance.

Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

Students are not allowed to wear any garment/jewelry or any other items that are related to alcohol, drugs and/or cigarettes.

### **Students**

## **ANTI-HARASSMENT STATEMENT**

The District does not tolerate any acts of harassment or bullying, including acts of harassment based on race, color, or national origin, sex or disability, in the school environment including all academic, extra-curricular and school-sponsored activities. Any student who believes that he or she has been subjected to harassment on any basis, including harassment or a hostile environment based on race, color, national origin, sex or disability, should report the harassment or hostile environment to the District. The District is committed to conducting a prompt and thorough investigation of any such reports of harassment and will document its investigation.

Students found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex or disability will be promptly disciplined. Such discipline may include suspension and/or expulsion depending on the nature and severity of the offense. The District is committed to encouraging its staff, parents, and students to work together to prevent acts of harassment of any kind from occurring in the District's schools.

### **Bullying Procedures**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any

school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

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

"Bullying" includes "cyber bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of: (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 interferes with the student's or students' academic performance; or (4) substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Additional examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, other electronic medium, or other comparable conduct.

### Reporting an Incident of Alleged Bullying

Students are encouraged to promptly report claims or incidents of bullying or harassment to the principal or assistant principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Students may also choose to anonymously report claims or incidents of bullying or harassment using an online form located on each building level internet website. The link button is titled: Student Safety – Incident Reporting.

### Investigation

Upon receiving a report of bullying or harassment, the District will conduct an investigation into the allegations contained in such a report. The District will promptly notify the parents or guardians of all students involved in the alleged incident(s) of bullying and/or harassment, and will advise the parents or guardians of the students involved of the resources available to the students, including social work services, counseling, and school psychological services. The District shall also promptly notify the principal or school administrator or his or her designee of the report of the incident of bullying or harassment as soon as possible after the report is received.

The District shall make all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying or harassment was received, taking into consideration additional relevant information received during the course of the investigation concerning the reported incident.

Through the course of its investigation, the District shall involve appropriate school

support personnel and other staff persons with knowledge, experience, and training on bullying investigation as deemed appropriate.

The District shall also make information concerning the status of the investigation available to the parents or guardians of all students involved in such investigation. The parents or guardians of the students involved shall have the opportunity to meet with the principal or school administrator, or his or her designee, to discuss the investigation, any findings resulting therefrom, and any actions taken to address the reported bullying or harassment.

### Findings

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy.

Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

The District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. Any District employee or student of the District who is determined to have retaliated against any person reporting an act of bullying or harassment will be subject to disciplinary action up to and including discharge with regard to District employees, or suspension or expulsion with regard to students.

### Evaluation of Policy

On a periodic basis, and no less than bi-annually, the District shall review and

re-evaluate the effectiveness of this policy by considering factors including but not limited to: the frequency of reports alleging bullying or harassment; any student, staff, or family observations regarding safety at school; identification areas of a school where bullying occurs; the types of bullying being utilized; and the frequency and extent of bystander intervention or participation. The District may also use relevant data and information collected for other purposes in its evaluation of this policy. In addition, the information developed as a result of the policy evaluation will be made available on the District's internet website. Based on such review and re-evaluation, the District will make any necessary revisions to this policy as it deems appropriate.

Bullying is contrary to state law and the policy of the school district.

***Schools shall implement steps for early intervention, including staff responses and identifying factors to combat aggressive behavior or bullying.***

**Civility:**

Any action which mocks, humiliates, ridicules or offends a student or staff member on the basis of (but not limited to) cultural, racial, religious, sexual orientation, physical condition and/or mental condition will not be tolerated.

**Computer use:**

The use of computer labs, software and related items is a privilege and not a right. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse. If a student vandalizes or otherwise deliberately damages the hardware or software, the student (or parent/guardian) is responsible for paying for the repair or replacement of the damaged items and may be suspended. If a student damages, destroys,

copies, tampers with or tries to gain access to confidential files or information, he/she may be suspended or recommended for expulsion. The loading of personal software is prohibited and a student/parent will be held responsible for any damage caused by such an action. The student also may be prosecuted under copyright laws.

**Sandwich CUSD #430 Mobile Device Liability Agreement:**

- A. We agree to read and abide by the Sandwich CUSD #430 School Policy and Acceptable Use Policy (AUP) and Internet and Safety Agreement.
- B. We will ensure the digital device is used in the appropriate manner for educational purposes.
- C. We will not intentionally throw, drop, or damage the digital device in any way.
- D. I understand that we are responsible for the security of the digital device checked out to us.
- E. When not in use, we will keep the device secure, shutdown, and stored properly.
- F. We will not give the device to another person or student outside our household for use.
- G. We will not personalize or deface the digital device in any way.
- H. We understand and will not attempt to repair the device or have a non-School employee repair or alter the device in any way.
- I. We will not attempt to circumvent security settings or lockouts put in place for students safety.
- J. We will not share personal user information or passwords.
- K. We agree to return the District issued digital device in good condition, fully charged, at the end of the loan period which will be when the Student returns to school or will be determined by the School District (Sandwich CUSD 430), or if we plan to

leave to transfer out of the district (Sandwich CUSD 430). We will return the device, with power charger to the school on or before the last day of attendance for the student the device was checked out to. (Device and with AC Adapter and power cord).

L. We understand that the device will be District managed and that content can be checked, erased, or locked by the School District.

M. Because the device has a web camera, teachers may request to make use of Remote Collaboration such as WebEX, Zoom, Google Meets etc. These will only be allowed where prior permission has been given or is age allowed by terms of both the District and the Provider. No School District Security Software will be used to log, spy, or otherwise activate the camera on the device. Sticky notes can be placed over Webcam if desired. DO NOT USE TAPE.

N. We will keep the device charged so the battery does not drain completely.

O. We understand that it is our responsibility to save work often and that malfunctions or forgetting to do work are not acceptable reasons for not having an assignment completed in the time permitted. If the device is broken, accidentally, or otherwise, we will notify the school district by opening a Parent/Student Trouble report at: <https://bit.ly/3hcmxkh> or from the district website:

[https://www.sandwich430.org/district\\_resources/technology](https://www.sandwich430.org/district_resources/technology).

P. We understand the digital device will be used on our home internet or connected to the District Wi-Fi, if there is limited or unreliable connectivity at my home. Due to constantly changing nature of the internet, objectionable material may not be blocked and the school district will not be held

responsible for content accessed on the device outside of the school buildings. Supervision of the student's online activity is the household's responsibility when the device is not at school. We also agree under this line, the use of the device will follow the District AUP.

Q. We understand that if we intentionally circumvent, modify, or bypass filters, security systems, it will be cause for disciplinary action and confiscation or lockdown of the device. This includes the use of VPN and Proxy technologies.

R. We agree that we, including (child/student), will enforce the principles and practices of Good Digital Citizenship.

S. We understand that if the district device is lost, stolen or damaged beyond repair that we will be held liable for up to \$1,200 to replace the damaged device with a new device to be purchased by the district.

For Support/Repair/Help: Please go to this website: <https://bit.ly/3hcmxkh> for Technology assistance.

### **Electronic Devices:**

#### Cell Phones and Other Electronic Devices:

The possession and use of cell phones and other electronic devices are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They must not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Cell phones with cameras are not permitted in bathrooms or locker rooms.

The taking, disseminating, transferring,

possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs (which includes, but is not limited to, nude or semi-nude photographs of persons under the age of 18), whether by electronic data transfer or otherwise (commonly called “sexting”) on school grounds, or at any school function, is prohibited. In addition, the same may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, possessing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, in addition to school discipline, will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sex offender registries.

Electronic study aids may be used during the school day under either of the following conditions:

- 1) Use of the device is provided in the student’s IEP, 504, and/or MTSS Plan.
- 2) Permission is received from the student’s teacher.

The school district is NOT responsible for the loss or theft of any electronic device brought to school.

**LASER AND LIGHT PENS ARE STRICTLY PROHIBITED.**

Any prohibited electronic devices brought to school and/or used at non-approved times are subject to confiscation until the end of the school year.

Students are encouraged not to bring personal items to school unless requested by a teacher. This includes, but is not limited to, any electronic gaming/recording device and/or cell phones.

The school district is **NOT** responsible for the loss or theft of any electronic device brought to school

**Dress Code:**

The appearance of any young person is primarily the responsibility of that individual

and his/her parents/guardians. We expect students to be dressed in a manner that reflects modest taste and is not distracting to teachers or other students or is detrimental to the educational process. When a student’s appearance is felt to be detrimental, a parent/guardian-administrator conference will be arranged. Caps, hats and sunglasses are not to be worn inside the building or be in a student’s possession during the school day unless a physician’s statement is on file in the office. Coats, jackets and gloves are not to be worn in the school.

Accessories (including but not limited to jewelry, toys, chains, etc.) considered objectionable or detrimental to the educational process will not be allowed in the building. Any clothing deemed unacceptable will need to be changed or the student will be sent home to change. Any time missed will be considered unexcused.

Although this list is not comprehensive, the following also are prohibited:

- See-through clothing.
- Midriff tops.
- Spaghetti straps and halter-tops.
- Short shorts.
- Exposed undergarments.
- Apparel printed with offensive pictures or words, advertising drugs/tobacco/ liquor/violence or explicit sexual themes.
- Gang signs (see section on gangs).

Accessories (including but not limited to strings, chains, keys or toys) attached to belts/loops, wallets or worn in any other fashion are prohibited.

Each grade level will use its discretion in respect to the use of book bags and backpacks. Sport bags should be put in your locker when you arrive at school.

Book bags, backpacks and sport bags will not be allowed at lunch or recess.

**Fighting:**

Fighting will not be tolerated. Students

who engage in fighting will receive consequences as determined by the administration, which may include in-school suspension, out-of-school suspension or recommendation for expulsion for persistent problems. Students may be arrested and charged.

### **Lunchroom Conduct:**

In order to accommodate the student body without delays and provide for a safe and sanitary lunch, the following regulations have been developed:

- All eating shall be confined to the cafeteria.
- Glass containers are not allowed. All beverages and plastic containers must be properly sealed.
- Garbage and unwanted food will be disposed of in the appropriate trash containers.
- Students are responsible for their own messes.
- Students may use the first floor washrooms only during lunch and must receive permission from lunchroom staff.
- Keep hands, feet and objects to yourself at all times.
- Keep noise to a reasonable level during lunch and at dismissal.
- Students must report to the lunchroom on time, as with any other class.
- Failure to follow lunchroom rules will result in a student being isolated for lunch and disciplinary action may be taken.

### **Obscenity:**

Obscene, profane or vulgar language, written, verbal or expressed by symbols, will not be tolerated on school premises. Profanity directed toward school personnel may result in a suspension.

### **Sexual Harassment:**

#### **Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors Refer to district Policy 4:165**

Sexual harassment is defined as any unwelcome act or comment, sexual in nature

that is considered offensive, whether intended or not.

### **Sexual Harassment Procedures:**

- Suspected acts of sexual harassment are to be reported immediately to the appropriate administrator by students, faculty or staff.
- Both students are to be immediately removed from the classroom environment. Parents of both the alleged victim and the alleged harasser will be notified.
- The administrator will verify the offense, confer with staff members involved and inform the school counselor within 24 hours of the alleged incident.
- The school administrator will inform the victim and their parents of their rights to follow informal or formal procedures in resolving the matter within 72 hours of the alleged incident.
- School officials will contact law enforcement officials, if and when it is necessary.
- A complete and accurate report will be submitted to the superintendent, who will forward a copy to the school board.

### **Sexual Harassment Disciplinary Options:**

- Conference with parents or guardians.
- Conference with guidance counselor.
- Removal from interscholastic activities.
- Suspension in accordance with the District disciplinary policy and procedures.
- Expulsion from school in accordance with the District disciplinary policy and procedures.
- Alternative instructional program.

### **Treatment of Non-Teaching**

#### **Personnel:**

The office secretaries, library clerk, custodians, bus drivers, teaching assistants and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. They are to be considered part of the faculty and shall be accorded the respect and obedience shown all faculty members. Profanity directed toward

non-teaching personnel will not be tolerated.

**Treatment of Substitute Teachers:**

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Profanity directed toward substitute teachers will not be tolerated.

**Weapons and Criminal Acts:**

The Sandwich School District maintains and practices a strict policy for students in possession of, or soliciting, purchasing or transacting the business of weapons, knives, guns or instruments or articles that might be injurious to a person or property on school grounds or school sponsored activities.

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

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

**GRADING POLICIES AND PROCEDURES**

**Grading – 4th and 5th Grade Standards-Based Report Cards**

We will be assessing your child using the following performance standards indicators:

**S = Secure P = Progressing B = Beginning**

**Secure:**

Student performance meets the demands of the task and demonstrates a firm grasp of the concepts and procedures involved. Student can independently apply understanding in different contexts.

**Progressing:**

Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it.

**Beginning:**

Student seldom demonstrates an understanding of concepts and procedure, while requiring consistent support.

When you see these letters on your child's assessment, please understand what they mean for your child. Also, please make sure that you are reviewing all daily work that is being sent home in your child's take-home folder. These daily assignments reflect how well your child is grasping the curriculum and the lessons being taught. Daily work does not receive a performance standard indicator.

**Report Cards:**

Report cards will be issued to the students on a trimester basis. Report cards will be distributed within 5 school days of the end of

the trimester. The final report card will be handed out on the last day of school.

## **HEALTH MATTERS**

### **Physical Examinations & Immunization**

All kindergarten, sixth, and ninth grade students must have a complete physical examination on file prior to the first day of school. The physical must include up-to-date immunizations. Students will not be allowed to attend school without meeting the above requirements (regardless of whether learning takes place in person, remote, or hybrid). Within thirty (30) days from enrollment date, new or transferred students must have a physical exam and complete record of immunizations on file at school in order to remain in attendance. (Illinois School Code Sec. 27-8.1). Health files are reviewed annually. All students must meet Illinois State requirements for physical examinations and immunizations. Please refer to medical requirements on the district's website for your student's specific age/grade.

All students participating in interscholastic sports must have a physical on file prior to participation.

### **Dental Examination Timetable:**

**A.)** Before May 15 of the current school year, each child in kindergarten, second, sixth and ninth grades shall present to the school proof of having been examined by a dentist in accordance with Section 27-8.1 (1.5) of the school code and the requirements of this Part. (Section 27-8.1 (1.5) of the School Code) The examination must have taken place within 18 months prior to May 15 of the school year.

**B.)** For the purposes of subsection (A), "proof of having been examined by a dentist" means submission of a Department-prescribed dental examination form, signed and dated by a licensed dentist.

**C.)** If a child in the second, sixth or ninth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the

child's report card until one of the following occurs:

**1.)** The child presents proof of a completed dental examination. (Section 27-8.1 (1.5) of the School Code) Submission of a completed examination form, in accordance with subsection (B), constitutes proof of a completed dental examination.

**2.)** The child presents proof that a dental examination will take place within 60 days after May 15. (Section 28.1 (1.5) of the School Code) A written statement or appointment card, prepared by a dentist, dental hygienist, or his or her designee and signed by the child's parent/guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place. The child must present proof of a completed dental examination at the beginning of the following school year, or

**3.)** The child presents a dental examination waiver form, in accordance with section 665.450 of this Part.

### **Vision Examination:**

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15.

This requirement may be waived for children who show an undue burden or a lack of

access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

**Vision and Hearing Screening Mandates:**

The Illinois Child Vision and Hearing Test Act (410 ILCS 205), mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be done by technicians/nurses trained and certified by the Department. Children whose test results meet referral criteria are referred to an eye doctor or family physician for further evaluation.

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transferred students. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transferred students. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a

licensed optometrist has been administered within the previous 12 months, is acceptable.

**Medication:**

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

Unless otherwise directed by the administrator or school nurse, no School District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form", which included doctor and parent/guardian signatures, is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication for immediate use i.e. inhaler/EPI Pen, at the student's discretion, as prescribed by their physician, provided the student's parent(s)/guardian(s) have completed the appropriate forms. Self-administration of inhalers require that the parent/guardian provide the most current prescription label along with a signed district waiver form. If the prescription label is not available, then a completed and signed "Self-Administration School Medication Authorization Form," including a care provider's signature, is required. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of the medication by school personnel.

Additional forms and requirements may apply for certain medical conditions, medications and treatments. Please contact your school nurse for further information.

- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students including administering medication.
- Medication must be brought in a current pharmacy container clearly marked with the student's name, prescription number, medicating name/dosage, date, administration route, refills remaining, physician's name and pharmacy address and phone number. Over-the-counter medication must be in the original container with the ingredients listed and be in the container with the child's name affixed. Parents/guardians must submit written notification of dosage, time medication is administered at home and school, and date medication is to be discontinued.
- The parent/guardian must report immediately any changes in prescription or dosage, and new permission forms must be obtained for each change.
- The parents/guardians are responsible for claiming any unused medication at the end of the school year. Any medication not picked up on or before the last day of school will be destroyed.
- Additional information regarding medication and school health services is available through the school nurse.

### **Asthma Protocol**

Illinois law (099-0843) requires both public and private schools to request from parents/guardians of students with asthma an Asthma Action Plan (AAP). It will be kept in

the school's main/ health office and distributed to staff who will have contact with the child. The student's medical care provider will be able to provide this documentation. A sample Asthma Action Plan can also be found on our district website or at your child's school.

It is requested that every student diagnosed with asthma provide the school with a Medication Authorization Form along with the Asthma Action Plan each school year. The Asthma Action Plan and school Medication Authorization Form should be completed and signed by the student's medical care provider and parent/guardian. If a student has an inhaler at school, the use of a chamber/spacer may be necessary. If a nebulizer is required please check with your school nurse or principal.

### **Students with Food Allergies/Chronic Illness:**

State law requires our school district to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Treats and Foods Policy:**

Celebrations and positive reinforcement are an important part of our district's culture of supporting students. Often students bring treats or snacks to school to share on special occasions. Due to food allergies and other health concerns we do not permit students to bring in food items or treats to school to share. We would like to encourage healthy eating habits and promote non-food items such as pencils, stickers, bookmarks, or other small items in place of food treats. Curricular activities involving food will be dealt with individually.

### **Care of Students with Diabetes:**

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

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

District representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Further information can be obtained from the building principal.

### **Head Lice (Pediculosis) Policy**

Sandwich School District #430 has developed policies regarding head lice based on scientific & medical evidence that supports the education process. It is no longer recommended that students with nits be immediately excluded

from school or that students be completely nit free before returning to class. In addition, because there is no evidence that a classroom screening of students correlates with prevention of the spread of lice, it is recommended that this practice also cease.

Parents/guardians of students found to have live lice will be notified. Students, who have been identified as having live lice with or without nits, will need to check in at the health/main office with proof of treatment and a rescreening prior to returning to school. Most students are back in class the next morning. Students will also be rechecked periodically as another means of prevention.

Students found to have repeat cases of head lice within a short period of time may have additional requirements. Lice is not an infectious disease and in most cases does not result in health complications. Like so many health matters, prevention is key. Teach your child to avoid head to head contact with friends and to avoid the sharing of personal items such as hairbrushes and hats. Those messages are reinforced in school as well. The nurses in the health office maintain strict confidentiality on all student concerns, and therefore, we are not at liberty to share personal student information on this matter. School administrators may send parent notification letters regarding known cases of lice when clusters of cases are noted in a class as deemed necessary by the building principal.

### **Communicable Diseases:**

The school will observe recommendations or the Illinois Department of Public Health regarding communicable diseases:

- Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

- Examples of communicable diseases include, but are not limited to, chicken pox, measles, impetigo, and strep throat.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- As required by Public Act 099-0249, should there be an outbreak or exposure of one or more diseases from which a student is not protected due to religious or medical exemptions, he/she may need to be excluded from school in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77IL.Adm. Code 690.)

#### **Illness and Injury:**

Illness and injury occurring at school should be reported immediately to the classroom teacher. Immediate action will be taken, which may include notification of the school nurse as well as a parent/guardian.

#### **Recess Policy:**

Requests that your child be allowed to remain within the building during recess will be honored for, at most, a two-day period.

Children must present a written request from the parent/guardian in order to stay inside. Students with such requests may enter the building upon arrival in the morning and report to the office.

If a parent/guardian requests that their child remain indoors for greater than a two-day period, the request must be supported by a physician's statement.

#### **Physical Education Policy:**

As with the recess policy, requests asking that your child be excused from Physical Education class will be honored for, at most, a

two-day period. If parents/guardians request that their child miss PE class for greater than a two-day period, the request must be supported by a physician's statement.

#### **Concussion Policy (Return to Play and Return to Learn)**

Sandwich School District follows the provisions of the Youth Sports Concussion Safety Act (105 ILCS 5/22-80.) The entire policy can be found in the district policy manual at [www.sandwich430.org](http://www.sandwich430.org). The district agrees to comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and the Return to Play Policy. In addition the district shall abide by the Return to Learn Protocol developed by the district committee.

Please note that a student removed from a contest or practice due to a possible concussion must meet **all requirements** to return to play.

The Return to Play Policy specifically requires that:

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

working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

The Return to Learn Protocol specifically requires that:

- a. To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions.
- b. The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining “how much is too much” may be a trial and error process.
- c. The student should be granted adequate time to complete missed academic work following recovery.
- d. The student should report to their case manager or school liaison daily in order to monitor symptoms and assess how the student is tolerating specific school accommodations (a symptom checklist is recommended), as well as assess how teachers and staff are implementing the modified learning plan.
- e. Example of a Symptom Checklist <https://www.luriechildrens.org/en-us/care-services/specialties-services/institute-for-sportsmedicine/concussion-program/Documents/head-injury-symptom-scale.pdf>
- f. Following a concussion, students may not be ready to complete all required assignments. Educators can utilize a “mastery learning” approach emphasizing key concepts taught in brief units for each subject. Educators should assign work that promotes mastery of these concepts but should still limit non-essential assignments.

Prioritizing essential course work helps students learn important subject matter while alleviating anxiety about making up missed assignments.

- g. If concussion symptoms increase, it usually means the student is reaching a point of over-exertion and needs a break. Some students may only need periodic breaks throughout the school day while others may need more frequent breaks depending on the severity of symptoms.

### **Phase 1: No School/Complete Cognitive and Physical Rest**

- Symptom Severity: In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.
- Treatment: Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- Intervention Examples: - No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music. - Other symptom “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing - No physical activity- this includes anything that increases the heart rate as this may worsen or trigger additional symptoms - No tests, quizzes or homework - Provide students with

copies of class notes (teacher or student generated)

### **Phase 2: Part-Time School Attendance with Accommodations:**

- Symptom Severity: In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and "recharge their batteries".
- Treatment: Re-introduction to school. Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.
- Intervention Examples: - Part-time school attendance, with focus on the core/essential subjects and/or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples: (1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse's office, library or quiet location in between. - Symptoms reported by the student should be addressed with specific

accommodations - Eliminate busy work or non-essential assignments or classes.  
- Limit or eliminate "screen time" (computers, phones, tablets, smart boards), reading and other visual stimuli, based on the student's symptoms.

### **Phase 3: Full-Day Attendance with Accommodations:**

- Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.
- Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Intervention Examples: - Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity - Continue to prioritize in-class learning; minimize overall workload - Gradually increase amount of work.

### **Phase 4: Full-Day Attendance without Accommodations:**

- Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.
- Treatment: Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- Intervention Examples: - Construct a reasonable step-wise plan to complete missed academic work; an extended

period of time is recommended in order to minimize stress - Physical activities as specified by student's physician (same as phase 3)

### **Phase 5: Full School and Extracurricular Involvement:**

- **Symptom Severity:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.
- **Treatment:** No accommodations are needed.
- **Interventions:** - Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

### **Documentation**

The student's case manager or assigned member of the concussion management team should take care to document the specifics of the learning plan, noting the dates when changes are made and the student's response in terms of symptoms. He/she should also record any instances where the student, parent, or school staff do not follow the recommended accommodations. This documentation should be kept in compliance with the school districts policy regarding privacy.

Concussion symptoms can be subjective in nature, and therefore, it can be difficult to know when a student is reporting symptoms accurately. Communication and documentation among team members will help identify students who may be exaggerating symptoms. If a concern about the legitimacy of the student's complaints arises, the concussion management team must meet to discuss the student's situation and determine the appropriate course of action. In these instances, direct communication

between the return-to-learn team and treating physician is imperative.

### **Wellness Policy:**

Sandwich School District #430 is dedicated to providing an educational atmosphere that promotes nutritional instruction, wellness, and physical activity. We aspire to teach our students lifelong lessons that encourage healthy active lifestyles, as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition and chronic health issues. It is our hope that by establishing healthy habits early we can guide students to maintain a healthy lifestyle as they mature. Staff wellness, along with community support, reinforces the lessons students learn. Alliance for a Healthier Generation helps Sandwich School District #430 promote wellness through a variety of practices and activities.

[www.sandwich430.org](http://www.sandwich430.org)

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

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

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

### **Mandated Reporter:**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases

of child abuse or neglect to the Illinois Department of Children and Family Services.

## MISCELLANEOUS

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

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administrator.

### **Visitors/Volunteers:**

To ensure the safety of our students, all outside doors to the school will be locked. All visitors and volunteers, including parents/guardians and siblings, are required to enter through the rear entrance (east side of building) and proceed immediately to the main office on the 2<sup>nd</sup> floor.

Visitors/volunteers should identify themselves and inform office personnel of their reason for being at school. In the event a parent/guardian wishes to pick up their child early from school, the student will meet the parent/guardian in the office.

Visitors/volunteers must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be required to wear a school lanyard given to them to wear by the school office personnel. Visitors/volunteers are required to proceed immediately to their location

in a quiet manner. All visitors/volunteers must return to the main office and sign out before leaving the school.

Persons volunteering during the instructional day should make child care arrangements for children not enrolled in elementary school.

Visitors/volunteers are expected to abide by all school rules during their time on school property. A visitor or volunteer who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **Cell Phone Use**

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at

<http://www.ilga.gov/legislation/ilcs/documents/062500050K12-610.1.htm> .

### **Chaperones and Volunteers:**

In an effort to continue to maintain a safe environment, Sandwich CUSD #430 requires all chaperones/volunteers to fill out a background check packet. On occasion, Sandwich CUSD #430 administration may request that a chaperone and/or volunteer agree to a criminal background check. Should you have questions regarding this procedure, please contact your building principal.

All chaperoned field trips require supervision before the field trip (as students are assembling), during travel time and during the actual visit to the location. Therefore, during Sandwich School District field trips, all chaperones are required to participate in supervision during busing. Parents/guardians may drive separately, but they will not be allowed to act as chaperones, unless administrator(s) grant approval for extenuating

circumstances. Parents/guardians driving separately may transport their own child(ren), but they will not be allowed to transport other students.

In addition, if fees are waived for chaperones, they will not be waived for parents/guardians driving separately not acting as chaperones.

### **Registration Requirements:**

It is imperative that you complete all of the Registration information before your child's entry to school each year. Registration may be completed online using the Tyler Parent Portal or by printing the forms from the Sandwich CUSD #430 website at [www.sandwich430.org/forms](http://www.sandwich430.org/forms), filling them out and returning them to your child's attendance center. Parents/Guardian(s) are obligated to provide the school with a home or cell phone number and an emergency number. Persons listed **MUST BE MADE AWARE OF AND HAVE GIVEN CONSENT TO HAVE THEIR NAME AND TELEPHONE NUMBER LISTED UNDER THIS EMERGENCY CATEGORY.** We ask that all persons listed be within reasonable proximity to the school district.

### **Parent/Guardian Concerns:**

In spite of our best efforts to facilitate communication and maintain an efficient educational environment, it is inevitable that situations occur at school that may cause students, parents/guardians, teachers and the administration considerable concern. In the event such a situation arises, please follow these steps to address your concern:

- Talk directly to the staff member who is involved. The teacher can generally be contacted by phone at the following times: 7:45 a.m.-7:55 a.m. and 2:55 p.m.-3:20 p.m. If a conference is needed please set up an appointment.
- If you still have concerns after speaking/meeting with the staff member,

please contact the principal.

- In the event that concerns still exist, please contact the superintendent, Mr. Tom Sodaro, at the Central Office, 815-786-2187.
- If the problem has not been resolved after these steps, Mr. Sodaro will notify the Board of Education, which will, if necessary, take appropriate action aimed at resolving the situation.

### **School Visitation Rights:**

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

### **Parent/Guardian Organization:**

Each school has an active parent organization, which sponsors many valuable activities for students, parents/guardians and staff. All parents/guardians are encouraged to participate.

### **Supervision Before and After School:**

Students are to report to school no earlier than 7:45 a.m. Due to staffing limitations, the school cannot adequately supervise the playground area prior to this time. *To ensure your child's safety, please plan his/her arrival no earlier than 7:45 a.m.* The school day will begin promptly at 8:00 a.m.

Once students arrive at school (by bus or walking), they are to remain on school grounds until the end of the school day unless arrangements have been made in advance by a parent or guardian contacting the school office. Students are not to be in the building without appropriate supervision.

Students are to leave the building and grounds promptly at the conclusion of the school day (2:55 p.m.). No student should be in the building after 3:05 p.m. without teacher or parent/guardian supervision.

**Posting of Pictures and Student Products:**

In order to highlight student achievement, student photos or products will be posted on the school website without use of full names. Photos or products may also be published in local newspapers with or without use of full names. As per district policy, consent to use your child’s photo or products are implied. Your consent, however, may be withheld in accordance with the provisions concerning Student Records. Questions concerning this policy can be referred to building administration.

**School Pictures/Yearbook:**

Pictures are taken at school in September as a service to parents/guardians and a fund-raising activity. All students have their picture taken and are offered a choice of packages from which pictures may be purchased. Pictures are generally delivered prior to winter break. Students who are absent on the day of pictures will be scheduled for retakes. Those extremely unsatisfied with their first pictures may also request retakes. Information about pictures will be sent home with the students prior to the taking of pictures.

Each year a yearbook, which includes pictures of events throughout the school year along with class pictures, is offered to students at a cost. Students are asked to order yearbooks in advance (notice of sales will be determined at a later date).

**Social Networking:**

Please be advised the Governor signed HB 64, now Public Act 98-129 effective January 1, 2014 providing that an elementary or secondary school must provide notification to

students and his or her parent or guardian that the school may request, or require, a student to provide their password or other account information, in order for the school to gain access to the student’s account or profile on a social networking website, if the school has reasonable cause to believe that the student’s account on the social networking website contains evidence that the student violated a school disciplinary rule or policy.

The Act defines a “social networking website” as an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others in the system. Electronic mail is specifically excluded from this definition.

**Athletics:**

Herman E. Dummer Elementary School students in fifth grade have the option to participate in interscholastic athletics. Currently wrestling and cross- country are available. Other programs may be added in the future.

An up-to-date physical exam must be on file prior to any participation in this program. Additionally, participants must remain in good academic standing during the season.

There will be a participation fee for any student participating in the athletic program.

**Audio/Video Equipment:**

District #430 may use audio/video equipment to monitor hallways, classrooms, school grounds and buses. The equipment is used to encourage a safe and orderly school environment. Students may receive consequences for their misconduct or inappropriate actions as recorded by this equipment. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Sex Offender Registration (Public Act 94-004):**

Please be aware of Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. This sex offender information is available on this web address [www.isp.state.il.us/](http://www.isp.state.il.us/).

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

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

**Erin's Law:**

SB 6193, now Public Act 96-1524 provides that the Comprehensive Health Education Program; requires age-appropriate sexual abuse and assault awareness and prevention education in grades Pre-kindergarten through 12<sup>th</sup> grade.

**Concealed Carry Law:**

Please be aware of the HB 0183 and 430-ILCS 66/65, now Public Act 98-0063: Firearm Concealed Carry Act. This legislation requires that a licensee under this Act shall not knowingly carry a firearm on or into: (1) Any building, real property, and parking area under the control of a public or private elementary or secondary school. (2) Any building, real property, and parking area under the control of a preschool or child care facility, including any room or portion of a building under the control of a preschool or child care facility. Further information regarding Public Act 98-0063 may be found at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0063>.

**Asbestos Management Plan:**

Federal laws require that the district complete any necessary repairs to areas containing asbestos within one year. Laws also require that a visual surveillance of asbestos-containing areas is completed every six months, and re-inspection and re-testing of samples be completed every three years.

The complete Asbestos Management Plan is available for review in the building office. Should you have any questions, please contact the building principal at 815-786-8498.

**Integrated Pest Management Plan and Lawn Care Application Notices:**

Sandwich Community Unit District #430 utilizes an integrated pest management program and lawn care products application that incorporates the guidelines as established by

Public Act 91-525 and Public Act 96-0424 for the schools in the district. The district contracts with a professional pest control service and lawn care service to assist the district in maintaining a safe and pest-free environment for the students of the district. Applications are made throughout the year and are completed when students are not in attendance.

Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the central office.

### **Animals on School Property:**

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

### **Gifted Education: A.T. Identification Procedure for 2<sup>nd</sup>- 5<sup>th</sup> grade Programs:**

Sandwich CUSD #430 offers three programs for gifted and academically talented elementary students. Project Challenge is a 2nd-5th grade gifted program, while AT Reading and AT Math are 4th-5th grade enrichment programs.

### **Project Challenge Identification:**

All second grade students in District #430 take the Cognitive Ability Test (CogAT) in their general education classroom at the beginning of the school year. From there, the top 30% of the class, based on the CogAT results, take the Naglieri Nonverbal Abilities Test (NNAT-3) with the gifted education teacher.

Enrollment is not driven by percentages, but by student needs for that year; although, on average, the top 15% is identified based on their scores from the CogAT, NNAT-3, reading assessments on FastBridge, and a general education teacher referral form.

### **AT Math Identification:**

Current third grade students' scores on their winter math assessments on FastBridge begin the identification process. Students who score in the 85th percentile or above are recommended by the gifted education teacher. The general education teachers fill out a referral form for all recommended students, and any other students they believe would benefit from math enrichment. Students' FastBridge scores, "Secures" on the current math standards, and general education teacher referral forms will determine who qualifies for math enrichment. Enrollment is not driven by percentages, but by student needs for that year; although we strive for a full class enrollment between 20-25 students. Current fourth grade students are given the opportunity to qualify for AT Math in fifth grade based on the same process.

### **AT Reading Identification:**

Current fourth grade students' scores on their fall reading assessments on FastBridge begin the identification process. Students who score in the 85th percentile or above are recommended by the gifted education teacher. The general education teachers fill out a referral form for all recommended students, and any other students they believe would benefit from reading enrichment. Students' FastBridge scores, "Secures" on their third grade reading standards, and general education teacher referral forms will determine who qualifies for reading enrichment. Enrollment is not driven by percentages, but by student needs for that year; although we strive for a full class enrollment between 20-25 students.

Letters and permission forms are sent to eligible students' parents/guardians after the identification process is completed.

Qualification for one year does not guarantee qualification for the next year. Evaluation of work through standards based assessments, ability to keep up with an accelerated pace, and to continue to show a need for enrichment beyond the curriculum are considered every year. Any students who are new to District #430 are provided the opportunity to qualify for any of these programs through the same identification processes. Any students who do not qualify at the beginning of any one school year still have the opportunity to qualify throughout the school year or the next school year.

#### **Work Habits:**

Herman E. Dummer Elementary School considers growth and responsibility major objectives. Work assigned on a given school day is to be completed and handed in for grading on that day; however, there will be a number of assignments that your child will be required to complete at home. The objective of this homework is to establish sound work and study habits for your child. Please encourage your child to complete these assignments and return them when they are due.

#### **Dressing for Outdoors:**

Our school policy is to go outside for recess any time the temperature, including wind-chill, is 10 degrees or higher. Please make sure your child is properly dressed for winter weather. Hats, mittens, boots, snow pants and a warm coat are all needed for the colder weather. If there are financial concerns for providing winter outerwear, please contact your school.

#### **Emergency Closing:**

The primary goal of this plan is to inform parents/guardians that schools are closed or that there will be an early dismissal due to

inclement weather or some other emergency. Families are expected to develop a contingency plan for their child should an early dismissal be necessary. Our school district remote plan utilizing our 1:1 devices will then go into effect.

#### **Announcement of No School:**

*Through an automated notification and communication system, School Messenger, the district will attempt to contact parents via telephone numbers and e-mail addresses that have been provided to the school. This has been adopted in an attempt to inform parents/guardians of school closings and other school information. Should your phone number and/or email addresses change any time, please contact your student's school.*

In addition to the above notification system, parents and teachers will be informed about the closing of schools soon as possible through the following:

#### **WSPY-FM-107 WGN-TV Channel 9**

On inclement weather days, the school district encourages parents/guardians to check for up-to-date information on school closings by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-FM 107.1 and/or on WGN-9 television station.

#### **Safety Drill Procedures and Conduct:**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**Hot Lunch Policy:**

Herman E. Dummer students will be using a 4 digit pin code to purchase lunch and a la carte items. The debit card system is web-based and allows parents/guardians to monitor their child's food choices and dollar balances. In addition, your 4 digit pin code account can be charged with as much money as each parent/guardian chooses.

In order to monitor your child's account, you must first gain access to your child's Tyler Parent Portal account and log in. Once you have logged in, click on the Meals tab. From there you will need to click on the Online Payment tab. You can then enter the amount that you would like to deposit onto your child's account.

If you would like to put eating restrictions on your child's account, you must either call Ms. Linda Alvarez at 815-786-2138 or email her at [sandwichschoolunch@gmail.com](mailto:sandwichschoolunch@gmail.com).

You also can choose to continue to send a check or cash with your child to purchase lunch. When money is turned in at lunchtime, no change will be given. Instead all cash will be deposited into your child's account. The current lunch/breakfast prices can be found on the district website at [Sandwich430.org](http://Sandwich430.org).

Students purchasing hot lunch are asked to bring enough money for the first week on the first day of school. This will provide enough money for your child to eat lunch for a week while you set up your child's account.

If your child does not have money in his or her account, he or she will be allowed to purchase two lunches on credit. Your account will be charged and payment will be expected promptly. After a child has been given two lunches on credit, students will be offered a basic school-chosen lunch. Your child's account will continue to be charged the price of a lunch for each basic school-chosen lunch. If a student has a balance below \$0, no a la carte purchases will be allowed.

**Free and Reduced Lunch Policy:**

Families whose gross income is at or below a certain level may make applications for free or reduced lunches. Parents/guardians may apply at any one of the schools your children are attending. One form will meet the requirement for your entire family.

Free and reduced lunch applications will be available at each school in the fall. Complete and return to the school. The office will notify you of your eligibility.

**School District Policy on Outstanding School Food Service Balances:**

In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term "charging" refers to all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could establish \$10 or five meals as the maximum amount that a child can charge to their account.

Per the USDA, students eligible for REDUCED-PRICE or PAID meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if they do not provide the required payment for that meal. Students eligible for FREE meals must be provided a reimbursable meal even if the student owes money for example on a la carte item, or second meals purchased. When meals have been charged, a written notice must be sent to households regarding balance (i.e. \$11), schools policy on past due balances, and date (i.e., January 10, XXXX) on which adverse actions will go into effect (i.e., meals/food/beverages will no longer be able to be charged). The date

provided should allow the household time to pay the balance due.

Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Just a reminder, per USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte items and those students must receive their reimbursable meal; however, a la carte items should be handled according to the school's policy on student accounts.

Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of FREE or REDUCED-PRICE eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

#### **Waiver of School Fees:**

The law states the fees should be waived to all students "whose parents are unable to afford them, including but not limited to children eligible for free lunches or breakfast, textbook fees, extra-curricular/participation fees...etc." 105 ILCS 5/10-20.13.

A fee waiver does not exempt a student from charges for lost and damaged books, materials, supplies, and/or equipment.

#### **Nutrition Before School:**

Breakfast is offered before school. Breakfast menus are included in the monthly newsletter as well as posted on the district's website. Free and reduced eligibility also applies to the cost of breakfast. It is obvious that students will more likely perform at their optimum if their nutritional needs have been met. The energy expended by youngsters this age is considerable, and proper nutrition in the morning and at noon will better ensure their ability to concentrate on their academic pursuits.

#### **Gifts Delivered to School:**

Gifts, balloons or flowers delivered to the office will be held in the office. Students will be called to the office to see the items but will not be allowed to bring them to class until the last period of the day.

#### **Private Parties:**

If you plan to host a private party (i.e. birthdays, etc.), invitations should be mailed, rather than distributed from school. Due to privacy issues, the school is unable to provide student addresses or phone numbers.

#### **Field Trips:**

All field trips will be planned well in advance and will be approved by the school administration. Written permission by the parent or legal guardian is required prior to the trip. Students may be asked to pay a fee to offset transportation costs or trip fees.

#### **Lockers:**

Lockers are made available through the school district for use by individual students or assigned partners. Students are required to use the lockers to which they have been assigned. Lockers are not lockable. ***Money and valuables should not be left in lockers. Sandwich School District #430 assumes no responsibility for stolen items.***

Students should be aware that the lockers are the property of Sandwich School District #430. The administration may consider an inspection necessary to maintain the integrity of the school environment and to protect other students. Student permission is **NOT** needed for inspection.

#### **Bus Policy:**

The School Bus Behavior Management Plan outlines appropriate student behavior and possible consequences for misconduct. Please see page 49.

## **POSITIVE INCENTIVE PROGRAMS**

### **Character Counts Slips:**

At Herman E. Dummer Elementary School, “We love to catch students showing great character.” Accordingly, the school staff will award character slips to students who display exemplary character in the hallways, cafeteria, classrooms, or on the playground. Students who earn character slips may deposit them in the appropriate grade-level container in the office in order to be recognized.

### **Student of the Month:**

At the end of each month, one student from each class is chosen as the Student of the Month. Among other things, these students act as a positive role model, strive to do their best in the class, and show dedication to their work.

## **MULTI-TIERED SYSTEM OF SUPPORTS**

### **(MTSS):**

Sandwich CUSD 430 continuously searches for ways to improve MTSS. A Multi-Tiered System of Support (MTSS) is a data driven framework that aims to reach the whole child: academically, socially, and emotionally. MTSS is a way of organizing instruction and intervention to help all students and promote early identification of students who are in need of additional academic or functional supports to be successful. MTSS relies on monitoring student progress and making continuous improvements based on that data. MTSS is an ongoing process that invites and values the participation of all stakeholders.

In MTSS, integrated academic and social-emotional instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. “Need-driven” decision-making seeks to ensure that district resources reach the appropriate

students (schools) at the appropriate levels to accelerate the performance of all students to achieve and/or exceed proficiency.

In order to promote a learning environment conducive to learning, Sandwich CUSD 430 strives to identify training / professional development needs related to four general areas: (a) Building positive relationships; (b) creating supportive environments; (c) social emotional teaching strategies; and (d) individualized intensive interventions.

MTSS is...

Multi-Tiered System of Supports (MTSS) is a framework for integrating levels (or tiers) of academic and behavior support to promote the success of all students. Some aspects of MTSS are sometimes referred to as RTI, or response to intervention which refers to how a student responds to instruction and intervention support. The ultimate goal of a MTSS is to provide high-quality instruction and the degree of support each student needs to be successful.

MTSS is NOT...

MTSS is not a special program, class, or intervention, but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful. MTSS is also used to help identify students who may need special education.

Some of the main parts of MTSS at our schools are:

**Universal Screenings:**

Universal screenings are assessments given to all students that are used to determine who may need further instructional interventions beyond the core curriculum. In Sandwich, students in grades K-8 are screened in math/early math and reading/early literacy using FASTBridge three times a year.

Also, teachers (K-8) rate students on social-emotional-behavior functioning twice per year using the SAEBRS (Social, Academic, and Emotional Behavior Screener) out of FASTBridge. Students in grades 2-12 also take a brief self-rating scale called mySAEBRS two to three times a year. These social-emotional screeners may identify students who are struggling in this area.

**Progress Monitoring:**

Progress-monitoring is a process used to assess students' performance and evaluate the effectiveness of instruction and/or interventions. Progress-monitoring tools such as FASTBridge and other methods of data collection are given more frequently than Universal Screening tools and are used to monitor growth for students who are participating in interventions (K-8).

**Data Days:**

Teachers and Specialists in grades K-8 participate in MTSS data days several times per year. MTSS data days give our teams a chance to review each student's progress. Our goal is to ensure that ALL of our students are growing socially and academically. We carefully review multiple pieces of data such as FASTBridge scores and classroom performance to determine if our students need additional supports to be successful.

**Intervention:**

Students in grades K-8 have set times of day to receive interventions. During this time, classroom teachers and specialists work together to provide reading, math, and social-emotional-behavior interventions to students who were identified through the universal screening and MTSS data day processes.

**Tiered Instruction/ Intervention:**

In MTSS, instruction and intervention are sometimes referred to as "Tiers".

"Tier 1" includes the instruction and intervention that ALL students receive, such as the district's core academic and social-emotional curricula.

"Tier 2" is often used to describe when a group of students are receiving additional intervention, such as an intervention group in the classroom or through the support of a specialist.

"Tier 3" is often used when a student requires more intensive or individualized supports. This may look like a student receiving a longer time of intervention during their day, more one-on-one intervention, a more intensive intervention than Tier 1 or Tier 2, and/or when in-depth discussion and problem-solving occurs amongst stakeholders about a student's needs.

As mentioned above, MTSS is also used to help identify students who may need special education. Most often when this occurs, a student has received "Tier 3" intervention and the stakeholders decide additional evaluations are required to determine if there is a need for special education services.

**Social- Emotional Learning (SEL):**

Students in K-8 receive regular lessons on social-emotional learning (SEL) using the

Second Step program. Second Step is a research-based, teacher-informed, and classroom-tested curriculum to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8. A combination of social workers, school psychologists, and PE teachers currently implement Second Step using the most recently updated digital version.

At the high school level, Habitudes will be presented by each high school Advisory Teacher. Habitudes combine images, relatable stories and experiences into leadership development curriculum and lesson plans that resonate with today's young adults, equipping them to navigate through life's challenges and opportunities. The following Units will be presented: Character, Choosing Battles, Discipline, Personal Relationships and Responsibility.

The high school also implements the T.A.L.K. program. T.A.L.K. stands for Teens Activating the Language of Kindness. T.A.L.K. is a full day in-school field trip that takes place during school hours. T.A.L.K. is designed to develop leaders by bringing together students from all segments of the school population so that bridges of mutual respect can be built. During the day, students can expect to be involved in small group activities that encourage students to make positive social decisions and assist in building a positive school climate that reduces the probability of bullying.

## **SPECIAL EDUCATION SERVICES**

### **Description:**

Special education services are available to those students who have been determined to have a disability that requires additional services to be successful in the educational setting.

Students will be served in the least restrictive environment. The special educator may go into the classroom or provide pull-out services in a small group or on an individual basis depending on the student's needs.

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

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

### **PPS Team:**

Sandwich Schools have a **Pupil Personnel Services Team (PPS Team)**. These teams are made up of the Parent(s)/Guardians(s), Director of Student Services, the school psychologist, the school speech/language clinician (as needed), the school social worker, the classroom teacher, a special educator, and the school nurse. The PPS teams at each school meet to discuss children who have been identified by the MTSS process as having concerns that cannot be remediated using the MTSS supports. Based on a recommendation from the PPS team, and written agreement from the parent/guardian to proceed, a case study evaluation may be conducted. Not all PPS referrals will end up in a case study evaluation.

### **Eligibility:**

After a full case study evaluation, an Eligibility Review will be conducted. At this meeting, the IEP Team (the PPS team members), will determine, based on the information gathered, if a child qualifies for special education services. Qualification/eligibility for

special education services will depend on whether or not a specific disability is identified and if that disability has an adverse impact on the child's ability to be successful within the regular education setting without the provision of special education services. If the child qualifies, an Individual Education Plan (IEP) will be developed. The IEP will outline the program that will best meet the academic and/or behavioral needs of the students. If the child does not qualify for the special education services, other interventions and strategies may be presented to the parents/guardians and teacher. Parental consent must be obtained by the school (1) before Special Education testing may take place and (2) before a child receives any Special Education Service.

**Discipline of Students with Disabilities:**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

**Medicaid Data Release – Special Education Students Only-Annual Notice:**

If your child receives special education services and is also Medicaid eligible, District #430 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school

districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

**504:**

Students with disabilities who do not qualify for an individualized education program, as required by the federal – Individuals with Disabilities Education Act and implementing provisions of this code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical or mental impairment. For further information contact: Office of Student Services 600 S. Wells St. Sandwich, IL 60548 Office # 815-786-6851 Fax # 815-786-1628.

**Related Service Logs:**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual

review of the child's IEP and at any other time upon request.

## STUDENT RECORDS

Sandwich Community Unit School District #430 keeps records of its students in two files, a permanent record file and a temporary file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. The policy also provides timelines for the destruction of records. Parents/Guardians 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 (60) 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 (4) years or when a student changes attendance centers. A parent/guardian has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

### Notification of Family Privacy Rights:

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Students and Family Privacy Rights, is available upon your request from the office. Please read the policy for a more thorough explanation of these rights.

Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities/surveys in a format similar to the one described in the box below. The school will not penalize any student whose parent(s)/guardian(s) exercises this option.

### Sample Survey

Your child or ward will be asked to complete a survey as described below:

District inserts survey description, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous.

This activity is scheduled on or about: *Insert date.*

If you would like to inspect this survey, please contact the school where your child or ward is enrolled by: *insert date.*

If we do not hear from you **by** this date, we will assume you do not object to having your child or ward participate in the survey.

### Definition of Student Records:

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

### Maintenance of School Student Records:

The district maintains two types of school records for each student: a permanent and a temporary record.

### Student Permanent Record:

The student's permanent record consists of:

- Basic identifying information
- Academic transcript, report cards, grade-level achievement
- Attendance record
- Accident and health reports

- Scores received on the Prairie State Examination
- Information pertaining to release of this record
- Honors and awards received
- School-sponsored activities and athletic

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

### **Student Temporary Record:**

The student's temporary record consists of all information not required to be in the permanent record and may include:

- Family background information
- Intelligence and aptitude
- Psychological reports
- Achievement test scores, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education materials: current I.E.P. and Domain
- Verified reports or information from non-educational persons, agencies or organizations
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Record of release of temporary record information

Information in the temporary record will indicate authorship and date. The district will maintain the student's temporary record for at least 5 years after the student graduated, transferred, or withdrew.

### **Inspection of Student Records:**

- Parents/guardians have the right to inspect, challenge and copy their child's records until the student attains 18 years of age
- Students have the right to inspect, copy and release their permanent record
- Students will not have access to their temporary records without parental permission until they attain 18 years of age
- Student records will be made available to parents/guardians or eligible students within fifteen school days from the time a written request is received
- When parents/guardians or students inspect the records, a qualified staff member will be present to interpret the information contained in these records
- Copies of student records will be provided to eligible parents/guardians and students upon written request. The school will charge \$0.35 per page for copies
- Non-custodial parents/guardians have the same rights as custodial parents/guardians unless specifically denied by a court order
- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by an individual of any information from the student's temporary record which such individual may obtain through the exercise of any right secured under the School-Student Records Act

### **Right to Control Access of Student Records:**

District #430 will release student records to an official record custodian of another school in which the student has enrolled or intends to enroll.

The official or student must make a written request to release the records. Parents/guardians will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and/or challenge such information. If parents/guardians do not

respond within ten days to the notice of their right to inspect, copy or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

**Access to Records Without Parent/Guardian Consent:**

- District #430 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary records
- School officials will release student records without parent/guardian permission pursuant to a valid court order or subpoena presented by local, state, or federal officials and will notify parents/guardians in writing regarding the judicial order and the information so provided
- Student records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent/guardian will be personally identified from the information released
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other person
- Records of students transferring to another attendance center within the district will be transferred by July 1, following the completion of the current academic year
- School "directory information" may be released by the district's discretion. Directory information includes:
  - a) Name, address, gender, grade level, birth date, birthplace and parents'/guardians' names and addresses
  - b) Academic awards, degrees or honors
  - c) Period of attendance in the school
  - d) Information in relation to school-sponsored activities, organization, and athletics

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not

want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

**Challenge Procedures:**

- Parents/guardians have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades
- A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged
- The records custodian will conduct an informal conference with the parents/guardians within (15) school days of the receipt of the written challenge
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 9.04

**Annual Notice to Parents/Guardians Concerning Student Records:**

State and federal law gives parents/guardians (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

- You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request.
- You have the right to request changes in your school records if you believe the records are inaccurate, misleading or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed.

If the principal disagrees with you, you may request a hearing.

- You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information to do their job as an employee or volunteer.
- You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

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

Both parents/guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge.

If you have any questions about these rights, please contact your school office.

## **TRANSPORTATION DEPARTMENT-BUS RULES:**

### **Parents/Guardians:**

Please discuss these bus rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing a SAFE and EFFICIENT bus ride.

Your child should understand that riding a school bus is a privilege requiring appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message is most appreciated.

### **Bus Service Eligibility:**

Transportation is provided for all students in the district residing at a distance of one and one-half miles from their assigned schools or where a safety hazard is a concern. Eligible students will be assigned a bus according to their residence.

Procedures regarding busing students to a daycare or a babysitter are as follows and have been approved. Students will not be transported to a babysitter or daycare center. The transportation department has been instructed to bus eligible students from home to school and back home only.

The Board of Education has approved the procedure of allowing students to be dropped off anywhere on their assigned route where their assigned bus may stop, however, changing buses for any reason will not be permitted.

While the transportation department has been instructed to continue busing eligible students from home to school and back home again, no longer will non-eligible sibling(s) receive transportation (I.E. where one family member attends Sandwich Middle School and is eligible, and their sibling attends Woodbury and is not eligible based on their home, the student attending the middle school qualifies and the student attending Woodbury does not).

No student will be permitted to ride a bus that is not his or her designated a.m./p.m. bus.

Parents/guardians must make arrangements to transport friends.

**\*\*\*NO EXCEPTIONS.**

### **Be Prompt:**

Students should arrive at the bus stop no sooner or later than five minutes before the bus is scheduled to arrive.

### **At the Bus Stop:**

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure

themselves or others. Students are expected to respect others' property. When the bus approaches, students must obey the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

### **Driver Authority:**

The driver has full authority over passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent/guardian will be contacted to assist the student to modify the behavior concern.

### **Permanent Routes:**

The routes, stops, and approximate pick up/drop off times have been established. Do not ask the bus drivers to stop at places other than the regular stops; drivers are not permitted to do this except by authorization from the transportation department.

### **Boarding/Departing the Bus:**

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arms. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT WALK BEHIND THE BUS.**

### **Conduct:**

Safe, respectful conduct is expected of all students to insure safety:

- Follow the bus driver's directions the first time they are given
- Use classroom voices on the bus
- No swearing, rude gestures, cruel teasing, name calling, or put downs
- Students must remain seated while the bus is in motion
- Respect others and their property
- Keep your hands to yourself
- No eating or drinking is allowed on the bus
- Students must be absolutely quiet when

approaching a railroad-crossing stop.

Serious or persistent violations offensive to or endangering the safety of others will result in disciplinary action. The age of the students will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus
- Throwing objects in or out of the bus
- Possession of dangerous weapons or articles (glass containers, sharp objects, etc.)
- Destroying or defacing bus property
- Use of sparking devices
- Smoking or use/possession of drugs, alcohol, or any form of tobacco
- Obscene gestures or profanity directed to the bus driver or others
- Possession of laser pointers

### **Items Not Allowed on the Bus**

For reasons of safety and health, the following items are NOT allowed on a school bus:

- Glass objects: bottles, jars, etc.
- Open containers of food, drink, gum
- Live animals, bugs, and worms
- Plants, dirt, other growing projects
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons, guns, knives, razor blades, etc. (real or toy)
- Skate boards, roller blades, baseball bats, basketballs
- Any item which cannot be transported easily or which creates a safety concern
- Distractive electronic devices or trading cards
- Possession of laser pointers
- Cell phones are not to be turned on or used on the bus

Please arrange for alternative

transportation if any of the restrictive items are needed at school.

### **Use of Video Cameras**

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

The contents of the videotapes are student records and are subject to district policy and procedures concerning school student records. Only those people with a legitimate educational or administrative purpose approved by the Superintendent or designee may view the videotapes.

Individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the contents of a videotape become the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **Disciplinary Procedures**

When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a Bus Conduct Report will be issued. The intent is to maintain good order and a safe environment for students riding the buses to and from school or school-sponsored activities, as well as to notify parents/guardians of the misconduct of their children. See the student handbook for school disciplinary procedures.

- Students are expected to be on time to their assigned bus stop but should not arrive earlier than ten minutes before the scheduled arrival. In order to maintain a dependable time schedule, drivers have been instructed not to wait for tardy students.
- When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals,

granting them permission to cross. They should cross the road far enough in front of the bus so that both student and driver can see one another.

- As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive noise can be distracting. Failure to keep the noise level low will result in disciplinary action.
- At no time will a student be allowed to extend any part of their body out of a bus window. Throwing objects or yelling out the window is also prohibited.
- Students are expected to help keep buses clean.
- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat.
- Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a baby-sitter or relative. Due to increased enrollments, many buses are at capacity and granting such requests presents the possibility of overloading.
- Students are expected to comply with the bus driver's authority. Boarding, exiting, changing seats, standing or walking inside the bus should be done only with permission from the driver.
- Students are to occupy assigned seats when the driver feels such action is necessary.
- Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage will be reported.

- Possession or use of tobacco, alcohol or a controlled substance on the bus or at a bus stop is not only a violation of bus regulations, but the school code as well.
- Students who damage or vandalize a school bus will not only face consequences, but also will be obligated to pay for damages before being allowed to resume riding.
- Students using/displaying obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action.

**Note:**

Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, possession of drugs or alcohol may result in immediate loss of bus privileges for a period of time. The individual school will determine the consequence. Assault of a driver may result in immediate suspension and a police report may be filed.