

DISTRICT 50 SCHOOLS
LEARNING AND WORKING TOGETHER

TABLE OF CONTENTS

Page #			
1	Annual School Calendar	13	Animals on School Property Homework Grading System
2	Introduction/Mission Statement State Commemorative Days Fines, Fees, & Charges		
3	Special Education Services English Language Learners Religious Holidays General Information for Students	14	Study Skills Library Services Awards School Assemblies Excuses from Gym Class P.E. Dress Regulations Instructional Materials Fees
4	Playground Rules Busing		
5	Bus Rules Time of Arrival and Departure	15	Student Dress Regulations Cafeteria and Lunch Hour Retention Policy Earned Promotion Corporal Punishment Exclusion from School Physical, Dental & Vision Requirements Medication
6	Request to Leave School Early Reporting of Absences Truancy Release Time for Religious Instruction Make-up Work		
7	Tardies Dismissal of Students Field Trips Invitations, Gifts, and Individual Student Parties Minimum Entrance Age	16	Asthma Communicable Diseases Hearing and Sight Screenings Advertising and Distribution of Materials in School Asbestos Containing Building Materials Management Plan
7-10	Student Records Notification of Rights		
10	Non-discrimination Accommodating Individuals with Disabilities Equal Opportunity and Sex Equity	17	Pesticide Registration Safety Drill Procedures and Conduct Classroom Teacher Qualifications Homeless Education Information Discipline
11	Sexual Harassment Bullying and Intimidation	18	Discipline of Students with Disabilities Search and Seizure
12	Student Photographs Videotaping Transporting Children by Car Phone Calls Change of Residence, Telephone, or Transfer School Volunteers Visitors Emergency School Closings	19-25	Discipline and the Code of Conduct
13	Parent Conferences Violent Offender Community Notification Sex Offender Notification Law		

AS A DISTRICT 50 STUDENT, it is my responsibility:

- To attend school every day and be on time to all my classes
- To come to school prepared with books, paper, pencil and any materials and assignments as directed by teachers
- To obey the directions of all staff members
- To respect myself and the rights and property of others

THE STAFF OF DISTRICT 50 SCHOOLS ACCEPTS THE RESPONSIBILITY:

- To provide a quality instructional program in an integrated setting for each student
- To provide an orderly classroom and safe school environment
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

AS A PARENT OF A DISTRICT 50 STUDENT, it is my responsibility:

- To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- To check my child's work and homework on a regular basis
- To provide my child with suitable study conditions at home – desk or table, lights, books, and supplies
- To communicate with my child's teacher when I am concerned about my child's work or health

STATE COMMEMORATIVE DAYS

(Schools remain in session)

American Indian Day	Lief Erickson Day
Korean War Veterans Day	Pearl Harbor Veterans
Chista McAuliffe Day	Susan B. Anthony Day
Vietnam Veterans Day	Recycling Day
Arbor Day & Bird Day	Say No to Drugs Day
September 11 Day of Remembrance	Veterans Day
	Adlai Stevenson Day

FINES, FEES AND CHARGES: WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present: 1

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

SPECIAL EDUCATION SERVICES IN DISTRICT 50

District 50 Schools offers a full range of special services. If classes are not available in the District, students will be transported to appropriate classes that may be located in nearby areas.

The special education program provided in our District includes services for children with disabilities such as learning disabilities, behavior disorders, educational handicaps and mild mental handicaps. This direct teaching service includes diagnosis and direct remediation. The special education services also include parent consultation, consultation with regular classroom teacher, and consultation with support services such as social work or psychological services. All programs are individually planned and the least restrictive alternative is considered in placement.

It is the intent of the District to ensure that students qualifying within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

In addition, District 50 offers pre-kindergarten screening, vision, hearing and speech screenings at regular intervals.

An established process is used for referring children from the age of 3 to **the day before their 22nd birthday** who are suspected of being in need of special education. This process is in compliance with the Illinois Office of Education rules and regulations governing the administration and operation of special education, including a systematic screening process for all children who are referred, as well as response to intervention strategies.

In addition to the special education teachers who work in District 50, other support personnel include a social worker, a psychologist, a minimum of two speech-language pathologists, and a program coordinator. **A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Washington Township Student Services Office.**

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic

content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact

at

RELIGIOUS HOLIDAYS

A written excuse from the parents is required before a student will be allowed to make up all homework, tests, or evaluations that were missed during absence because of a religious holiday.

GENERAL INFORMATION FOR STUDENTS

1. Family pets are not allowed at school. Students will be required to take the pet home, should it come, and make up lost time after school.
2. All clothing, lunch boxes, etc., should be clearly marked. This will prevent any mix-up of articles which are exactly alike.
3. Students may never leave school while it is in session unless the parents request, in writing or in person, that they be excused. (Permission will be given by the Principal only.) This applies to our "closed campus" lunch periods.
4. If a student should willfully destroy any school property or equipment, the student and/or parents will be expected to pay for the replacement.
5. The office telephone is not to be used by students except in cases of emergency. A free phone is available in the hall by the office for necessary personal calls to parents. It is not to be used for calling friends during school hours.
6. Recess – a note is required from the parents stating the need for remaining inside at recess. Students are required to study during this time. These are limited to one or two days unless doctor authorization is received.
7. Bicycles must be walked while on the school grounds and locked into bike racks.
8. Bus students, grades K-3, are not allowed to walk to school or ride bicycles to or from school unless they have a note from their parents to do so.

9. Gum and candy are not to be brought into the school except on designated party days or occasions approved by the teacher.

PLAYGROUND RULES JOHN L. HENSEY

A review of the rules and code of conduct will be done during the first week of school.

1. Teachers should walk their classes to the appropriate door for recess. Students should re-enter the same doors after recess.
2. Children should not go outside until they are dismissed.
3. Students may not leave the playground or enter the school building without permission from a teacher.
4. No toys or play equipment of any kind may be brought from home.
5. No food, drink or chewing gum is allowed on the playground.
6. Students are not allowed to go down the hill by the fence, around the garage, or by the school doors or classroom windows. This includes the asphalt "hill" at the back of the building.
7. Do not throw snowballs, slide on ice, or roll in the snow.
8. Do not throw balls against the school walls.
9. Do not kick balls on the blacktop.
10. Footballs, softballs, tennis balls, and Frisbees are never allowed.
11. Games that involve students falling to the ground are not allowed.
12. Running on the blacktop is acceptable as part of games, such as tag, basketball, or other forms of exercise and play.
13. Tackle football, wrestling, crack the whip, and other dangerous games are not to be played at school.
14. Share swings and other playground equipment with others.
15. "Penny Drops" are not allowed.
16. Learn rules of games and follow them.
17. Never run through someone's game.
18. Never shove another person or pull on someone's clothing.
19. Never throw rocks, sand, dirt, or wood chips.
20. No swearing or inappropriate language or action is allowed.
21. No group harassment or threatening behavior is allowed.
22. Dirty shoes or boots should be cleaned before entering the building.
23. Students are to stop play when the bell rings and line up immediately.

24. Balls are allowed on the blacktop on the "blacktop only" days with teacher approval.

PLAYGROUND EQUIPMENT

SWINGS

1. Do not twist or swing sideways
2. Only one person to a swing
3. Never jump out of a swing.
4. Never stand in a swing.
5. After 20 swings, share with others who want to swing.
6. Do not play around the swing area.
7. Do not use broken swings.
8. Do not push others on the swing.

CLIMBING EQUIPMENT

1. King of the Mountain, tag and other dangerous games are never to be played on any of the climbing equipment.
2. Children are not to go down the sliding boards backwards, standing, or headfirst.
3. No jumping off the slide.
4. Students must go down the slide one at a time.

DISTRICT 50 BOARD POLICY—states that the playground is closed to the public at sundown. Policy also states that the following are not allowed on the school buses or school grounds: knives, any type of gun, bean shooters, sling shots, rubber bands, matches, tobacco, alcohol, go-karts, motor bikes, playing cards, skateboards, dice, drugs and/or drug-related paraphernalia, motorized or radio-controlled airplanes, or any other items not directly associated with safe school activities. The same behavior expected at school applies to the bus. All school rules apply.

BUSING

All District 50 bus students will be put on the bus that parent/guardian has designated for them unless we have a written note indicating that for that day the student is a walker/parent transport. All permanent changes need to be made in the school office.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

Bus students are required to ride the bus requested at the time of registration.

DISTRICT 50 and ILLINOIS STATE BUS RULES

1. Be careful in approaching the place where the bus stops.
2. Be at the designated school bus stop five minutes before the scheduled time.
3. Stay off the road at all times while waiting for the bus.
4. All students will form a line to board the bus. The first to arrive is the first in line. Seats are not to be saved for anyone.
5. Be on the loading side of the road or street before the bus approaches you. If you do have to cross the road, cross when there is not traffic coming either way.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
8. You are never to leave your seat unless the bus driver requests that you do so.
9. The windows may be opened to the half-way position in good weather only.
10. You must not stick your hand, arm, or head outside the bus windows at any time.
11. There will be no loud talking, yelling, or unnecessary confusion which may distract the driver's attention.
12. Never throw anything in the bus or out of the windows.
13. No eating or gum chewing on the school bus.
14. Animals are not allowed on the bus.
15. This is your bus. Keep it looking as clean as possible. Do not carve, mark, or write on seats, walls, windows, floor, etc.
16. Never tamper with the bus or any of its equipment.
17. Be alert to a danger signal from driver.
18. Keep books, packages, coats, and other objects out of the aisles.
19. Be absolutely quiet when approaching a railroad crossing stop.
20. In case of a road emergency, remain in the bus until instructions are given by the driver.
21. Be courteous to fellow pupils and the bus driver.
22. If it is necessary for you to cross the road when you are returned home, proceed to a point at least ten feet in front of the bus on the right shoulder of the road and remain there until a signal is given by the driver to cross.
23. The bus will not make any unauthorized stops.

24. Leave no books, lunches, or other articles on the bus.
25. After leaving the bus, help look after the safety and comfort of smaller children.
26. Observe the same rules and regulations on the other trips under school sponsorship as you observe between home and school. Also respect the wishes of the chaperone appointed by the school.
27. At all times you are to obey the bus driver. Continued violations will result in temporary suspension of the privilege of riding the bus. If infractions continue to occur, permanent suspension from bus transportation will result.
28. The most important rule is SAFETY – for you and everyone who rides the bus.
29. Cell phones and other electronic devices are not to be used on the bus without permission from a District #50 staff member.

TIME OF ARRIVAL AND DEPARTURE -- JOHN L. HENSEY

MORNING – All students arriving before 8:00 a.m. – parent transport, walk, or bus – will be directed to the gym/cafeteria. **All non-bused** regular K-3 students entering prior to 8:00 a.m. are to enter the building using the doorway at the Principal's Office.

STUDENTS WHO ARE NOT BUSED that do not eat school breakfast should not arrive before 8:00 a.m. unless they are part of our Latchkey program. At 8:00 a.m., all students will be dismissed from the gym/cafeteria area, except for those late-arriving breakfast students that need a few minutes to complete eating, and directed to their assigned homerooms. Students entering the building at/after 8:00 should utilize the designated door (Principal's door) and report directly to their homerooms.

NOTE: Class is to begin promptly at 8:15 a.m. This is 15 minutes earlier than Beverly Manor. Students arriving at their room after 8:15 are tardy. Please work to make school a priority by getting students to school on time. **Tardies waste learning time for all.**

Early Childhood and Pre-Kindergarten morning sessions will be from 8:15 a.m. to 10:45 a.m. (Bus departure at 10:45 a.m.) Early Childhood and Pre-Kindergarten afternoon sessions will be from 12:00 p.m. to 2:30 p.m. All students late to school must be checked into the building by an adult.

Breakfast students who are walkers should not arrive before 7:45 a.m. or after 8:00 a.m.

AFTERNOON DISMISSAL – Grades K-1 will be dismissed at 2:30 p.m. Grades 2-3 are dismissed at 2:45 p.m. Bus students will be dismissed as necessary to board their respective buses.

REQUEST TO LEAVE SCHOOL EARLY

A written request to have students excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. The request should be turned in to the attendance clerk before the start of school on the morning of the dismissal. When possible, medical and dental appointments should be made outside of school hours.

A student will be released only to the parents or their designee as appearing on the Family emergency card unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. **At Hensey, parents must sign students in and out of the school through the clerk's office (the "Star" room).**

REPORTING OF ABSENCES

Parents are requested to call the school's attendance clerk to report children's absence before 9:00 a.m. each day. The clerk will be on duty from 7:45 – 8:45 a.m. for absence reporting at Hensey School.

An answering machine will be utilized to facilitate the handling of simultaneous calls. The machines will also be available for receiving calls earlier than 7:45 a.m. or after office hours.

Only guardians, or other adults designated by the guardians, are asked to be responsible for absence reporting.

Written excuses will not be required from those parents who call in to report absences. Written excuses will be required for those who do not call to report. Extended and/or repetitive absences may result in a request for medical information or documentation.

To report absences, please call:

John L. Hensey (ECP, Pre-K-3) 745-9354

After 9:00 a.m., parents of absent children will be called, if notification and reasons for absences have not been reported to the school. If parents are called and cannot be reached at their home number, the emergency number will then be dialed.

Parents should request homework for children at the time absences are reported. When homework is requested by phone, it will be available in the office after 3:00 p.m.

Students with 15 or more days of excused or unexcused absences from school may result in a student missing field trips and/or other special activities during the school year. These absences will be reviewed by staff and administration to determine if a consequence is warranted. Administration will make a decision if any consequences are warranted.

After the 10th day of absence related to illness, a physician's note will be required to excuse future absences related to illness. Failure to have a physician's note will result in the absence being unexcused and a 1-Day ISS being assigned. This will be done on a semester basis with second semester starting over.

Students must attend a minimum of a half day in order to attend after school activities.

TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE MAKE-UP WORK

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

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

MAKE-UP WORK

Students will be allowed one day for each day of excused absence to complete work missed.

TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any missed work and time. Any student arriving at John L. Hensey School after the tardy bell must report to the Clerk's Office ("Star Room) with parent or guardian before going to the classroom.

Students who are tardy and not checked in by parent will be detained in the office until parent contact is achieved. If the student will be arriving after 9:00 a.m., the parents should call the absence reporting number or the school office and advise that the student will be late with the reason for the tardiness, in order to prevent the school from making unnecessary telephone calls.

Only the following reasons will be accepted for excused tardies:

1. Medical Appointment
2. Dental Appointment
3. Vision Appointment
4. Death in Family
5. Any other emergency deemed appropriate by the administration.

All appointments will require verification from the appropriate office.

DISMISSAL OF STUDENTS

All students shall be dismissed precisely on the time scheduled for dismissal. If the student is to be detained beyond dismissal time, both the parent and the principal shall be notified prior to dismissal. Only in emergencies shall a student be detained by the school unless the parent has been notified. Transportation arrangements shall be the responsibility of the parents in all cases of detention.

FIELD TRIPS

Field Trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be

prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

INVITATIONS, GIFTS, and INDIVIDUAL STUDENT PARTIES

Party invitations or gifts from classmates should not be brought to school to be distributed. Store bought treats may be brought in for recognition of individual student birthdays, but individual student parties are not allowed at school.

MINIMUM ENTRANCE AGE

Children who enroll for kindergarten must be five years old on or before September 1. The Board of Education may require students to attend kindergarten as a prerequisite to first grade.

When a student enrolls in the District for the first time, whether the student is just beginning school (including pre-kindergarten) or is a transfer student, the person registering the student must furnish to the school a certified copy of the student's birth certificate within thirty (30) days of the enrollment date. If the certified copy is for any reason not available, then the school must be furnished some other reliable proof under the guidelines of the State Police. The minimum required is the student's identity and age along with an affidavit explaining the inability to furnish the birth certificate.

If the person enrolling the student does not comply, this fact must be reported in writing to a local law enforcement agency. A written notice must also be sent to the person enrolling the student requiring compliance within 10 days. If the 10 days expire with no compliance, the situation must then be reported to the State Police. There is a further requirement for the School to report to the Police anything suspicious about the affidavit.

STUDENT RECORDS – NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

Notice to Parents/Guardians and Student of Their Rights Concerning a Student's School Records

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations.
- Attendance record.
- Accident and health reports.
- Record of release of permanent record information in accordance with 105 ILCS 10/6©.

The permanent record may include:

- Honors and awards received.
- School-sponsored activities and athletics.
- No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6©
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit.
- Completed home language survey.

The temporary record may include:

- Family background information.
- Intelligence test scores, group and individual.

- Aptitude test scores.
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Other disciplinary information.
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
- Verified reports or information from non-educational persons, agencies, or organizations.
- Verified information of clear relevance to the student's education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The

District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal

within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right contained in this statement: 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 any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NON-DISCRIMINATION

In compliance with Federal regulations of Title IX for Elementary and Secondary Education and the School Code of Illinois which prohibit sex discrimination in education, the Board of Education, School District #50, Washington, Illinois ensures that equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Questions in reference to equal opportunities may be directed to the principal at John L. Hensey, 745-3625. (Title IX and PA 79-597, handicapped (section 504) and minorities (Title VI).

A coordinator shall be appointed to implement regulations for compliance with Title IX, and to investigate complaints against the District for alleged non-compliance.

Grievance Procedure: Any complaints or grievances regarding any section of Title IX must be directed in writing to the school district's coordinator.

Areas subject to review include, but are not limited to: physical education instructional programs, physical education facility usage, curricular units, and after-school activities.

Complaints or grievances will be accepted from residents or employees of the district and must include the exact nature of the complaint, parties or areas of program involved, and the address and signature of the complainant.

The coordinator will review and investigate the complaint and send the result of his findings to the complainant in no less than 30 days following receipt of the complaint.

Appeals may be made by filing a written complaint to the superintendent of schools who will investigate and report to the Board of Education at their next regularly scheduled meeting. Action taken by the Board of Education will be reported to the complainant.

Should this fail to produce satisfaction, the appeal agent after the Board of Education will be the Regional Superintendent of Tazewell County and then the Illinois Office of Education.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

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:

SEXUAL HARASSMENT

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. has the purpose or effect of:
 - a) substantially interfering with a student's educational environment;
 - b) creating an intimidating, hostile, or offensive educational environment;
 - c) depriving a student of educational aid, benefits, services, or treatment; or
 - d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Principal, or a Complaint Manager. Students may choose or 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.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

BULLYING and INTIMIDATION

Bullying and intimidation are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying and intimidation and will take disciplinary action against any student who participates in such conduct.

No person shall intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, 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, or other protected group status. 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 education performance, or that creates an intimidating, hostile, or offensive educational environment.

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

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

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

STUDENT PHOTOGRAPHS

Students may be involved in school-sponsored activities which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, displaying samples of student work, or representing a particular instructional program. The Board of Education shall permit student photographs or videotaping to be taken on school premises by a commercial photographer when there is a school-related purpose for the photographs. School employees shall not profit from such activities.

VIDEOTAPING

Parents/Guardians please note that as a standard operating practice we videotape some classrooms, functions, activities, and operations. Student teachers and teachers in general use videotaping as an aid in assessment and development. If you have any questions, concerns, or specific exclusion requests, please notify your building principal in writing each school year.

TRANSPORTING CHILDREN TO OR FROM SCHOOL BY CAR – FOR HENSEY SCHOOL

Use the OFFICE ENTRANCE – DOOR #1 ONLY!! In picking up a student, the office entrance is to be used. If it is during school hours, parents should report to the office and the child will be called from his/her room. Please **DO NOT** park in “No Parking” Areas marked by yellow lines and signs. Bus students may go home for lunch if they are picked up and returned by parents. Special permission may be granted by principal upon written request of parents for children to ride with another responsible adult. Otherwise, bus students, grades K-3, must eat lunches at school.

PHONE CALLS

If you should have a message for your child or his teacher, please phone the secretary of the school. She will relay the message. Teachers are not called out of classes for phone calls because of the liability that is involved when leaving students unattended. If you would like to have a teacher call you, we will have him/her do so as soon as possible.

CHANGE OF RESIDENCE, TELEPHONE NUMBER, OR TRANSFER

If a change is made in address, home telephone number, babysitter’s number, emergency number, or parent’s work number, parent must notify the

secretary at once. If you move outside the District 50 area, contact the school secretary to obtain the necessary transfer forms required.

SCHOOL VOLUNTEERS

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

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

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building (Door #1) and proceed immediately to the principal's office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a visitor and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the principal's office and sign out before leaving the school.

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

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by ___ a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time

where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

PARENT CONFERENCES

Parent conferences are held at the end of the first nine weeks and again in the Spring – date to be announced later. We are most willing to schedule a conference at other times during the year. Teachers are not permitted to take time from their classes for unscheduled conferences. All conferences are to be scheduled before or after school – preferably after. Please feel free to call and arrange a time.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/>.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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 principal 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.

HOMEWORK

Homework may be given to students on an increasing basis as they progress in school. Parents may wish to set aside 20-60 minutes, as appropriate for grade level, each evening for children to read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility and work ethics to establish when children are young. Parents of very young children may use this time to read to their youngster.

When students are suspended, either in or out of schools, for disciplinary measures, their homework is due the morning they return from their suspension.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The accepted District 50 marking system is as follows:

A	100 - 93	D	70 - 76
B	85 - 92	F	Below 70 - Failure
C	77 - 84		

Any incomplete on a report card is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" two weeks from the date the card is issued. Make-up work is the complete responsibility of the student.

STUDY SKILLS

A STUDENT WHO STUDIES WELL—

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom; listens well; takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
5. Strives to do his/her best, not just to get by.

HOW TO STUDY –

1. Attitude is important—think positively, work independently, seek help only when you have exhausted your own resources; then ask questions, use library sources.
2. Learning requires concentration—keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long term project, do a little of it each day, don't let it go until the last minute. It will be easier and you'll do a better job.

HOW TO TAKE A TEST –

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for—not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

LIBRARY SERVICES

The Library will be opened at 7:45 a.m. at John L. Hensey School and remain open throughout most of the day until the last bus departs. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to

visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his or her particular need.

AWARDS

At the end of the school year in grades ECP & Pre-Kindergarten-3, an awards ceremony is held. Awards are presented to students who excel in a variety of areas.

SCHOOL ASSEMBLIES

Various assemblies and programs will be held in the gym or classrooms during the school year. Not all of them have been scheduled at this time.

EXCUSES FROM GYM CLASS

If a student cannot participate in gym, he must have a written note from his parents or guardian explaining the reason why he is to be excused.

If a student cannot participate in gym for more than a week, the student must have a written explanation from the doctor. These notes are to be shown to the homeroom teacher and a copy made for the P.E. teacher and the nurse.

P.E. DRESS REGULATIONS

All Grades ECP and K-3 need only gym shoes. No P.E. dress requirements. Grades ECP & K-3 please note: Gym shoes are to be used only during gym and left at school. Shoes should be washed periodically. Because of liability students will not be permitted to participate in gym without gym shoes. Student's last name should be written on the shoes.

INSTRUCTIONAL MATERIALS FEES

All textbooks, workbooks, or other required materials at any grade level shall be rented to parents at an annual fee determined by the Board of Education.

INSTRUCTIONAL MATERIALS FEE REFUND

If a student who has paid an instructional fee transfers from the District, refunds shall be granted as follows:

Start of School to November 1	--75%
November 1 to January 1	-- 50%
January 1 to March 1	-- 25%

No refunds to be granted after March 1. There shall be no refunds for student publications or school insurance.

STUDENT DRESS REGULATIONS

Modesty, decency, safety and cleanliness in attire and appearance shall be positively encouraged by parents, teachers and administrators.

Students must not wear anything distracting to others, dangerous to themselves or others, or inappropriate for the classroom.

CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition that one would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students to take food outside of the cafeteria.

JOHN L. HENSEY RETENTION/PROMOTION

Students who do not meet standards of academics and/or attendance will be considered for retention by a retention hearing consisting of the student's teacher, the teacher from the previous grade (if possible), and the principal.

Each grade 1-3 student must pass reading and math (yearly average) and three (3) out of the remaining four (4) core subjects. Core subjects include: reading, math, social studies, science/health, Language Arts, and spelling. To be promoted from Kindergarten, a student must achieve 5 of 6 exit skills in Reading and 4 of 5 exit skills in Math to be promoted to first grade.

Parents will be notified after the Spring Parent/Teacher Conferences that their student may be retained. The building principal will also communicate this possibility in a letter.

CORPORAL PUNISHMENT

Section 24-24 of The School Code of Illinois states that teachers and other certified educational employees shall maintain discipline in the schools. Corporal punishment, as a penalty for misbehavior, is not to be used in District 50 Schools.

EXCLUSION FROM SCHOOL

According to policy, your child may not attend school or may be sent home from school if he has the following diseases:

1. IMPETIGO – Child is to be excluded until lesions are dry or no drainage is present
2. CHICKEN POX – Child is to be excluded a minimum of 6 days from date of last eruption.
3. PEDICULOSIS – Child is to be excluded until all evidence of nits (eggs) is gone.
4. PINK EYE – Pink eye/Conjunctivitis noted – Child will be sent home; may return to school after treatment has started and guardian can provide proof of treatment.
5. RINGWORM – Child is to be excluded until 24 hours after treatment begins

The school nurse shall be on duty from 9:30 a.m. until 11:30 a.m. and shall be on call for emergencies at any time during the school day other than regularly scheduled hours.

PHYSICAL, DENTAL, AND VISION REQUIREMENTS

District 50 Schools has established the policy that students entering kindergarten, sixth, and students entering from out-of-state or out-of-country must have a current physical examination and immunizations on file before the first day of school. Dental examinations are required for students entering Kindergarten, second, and sixth grades. Vision Examinations are required for students entering Kindergarten or an Illinois school for the first time.

MEDICATION

Tylenol will NOT be provided by the school. "Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered" as directed by the Illinois Department of Public Health. Medications will be given by the school nurse at Hensey from 11:00-11:30 each day. **PLEASE ADJUST your medication schedule to these times.** All long-term medications, both daily and PRN (as needed), require written physicians' orders, as well as written parental consent. Forms are available in the school offices. These are to be renewed annually. Other medications, both prescription and non-prescription, should be sent to school in the original container with written instructions and consent to dispense. All medications will be locked in the nurses' office or, if necessary, refrigerated. In the event of the nurse's absence,

medication will be given by the nurse's designee. If you have any questions, please call the school nurse at 745-8805.

ASTHMA

Public Act 92-402 of the Illinois School Code addresses the self-administration of asthma medication. The law requires schools to permit the self-administration of medication by a pupil with asthma when certain conditions are met. With the students' health and well-being in mind, District 50 Schools permit students with asthma, who need to self administer medication, to do so, with the following requirements:

1. The medication must pertain to the student's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician's assistant, or advance practice nurse having authority to prescribe such medication.
3. The pupil's parents or guardians must provide the school with written authorization for self administration of the medication ("self-administration" means the pupil has the discretion as to the use of his/her medication).
4. The parents or guardians must also provide the school with a written statement from the pupil's physician, physician's assistant, or advance practice registered nurse. The statement must contain the following information:
 - Name and purpose of the medication
 - Prescribed dosage
 - The time or times at which, or the special circumstances under which, the medication is to be administered.

District 50 Schools, along with its employees and agents, incurs no liability as a result of any injury arising from the pupil's self-administration of asthma medication.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. 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.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. 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

HEARING AND SIGHT SCREENINGS

- The Tazewell County Health Department does hearing and sight screenings on all children in kindergarten, grades 1, 2, 3, 5, 8, Special Education, and all students who are new to the district.
- Speech screenings are done in kindergarten.
- These screenings are done as a service to the students in our district.
- This statement serves as notice to parents of screening procedures.
- To allow this data to be shared back to District 50, we will ask you to sign a Health Information Privacy Act (HIPA) release at registration.

ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED BY NON-SCHOOL RELATED ENTITIES

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN

This is to notify you that John L. Hensley Schools, District 50 Schools, has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday; 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made

with us to review such plans. To make arrangements, please contact the Superintendent at 745-8914.

PESTICIDE REGISTRATION

District 50 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the main school office if you wish to be added to the registry.

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, 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.

MANDATED REPORTERS

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.

CLASSROOM TEACHER'S QUALIFICATION

100% of teachers and paraprofessionals at District 50 Title I Schools meet NCLB requirements. In accordance with the No Child Left Behind Act (PL107-110), be advised that district parents have the right to request information on the professional qualification of their children's classroom teachers. Parents have the right to request the following information:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- whether the teacher is teaching under the emergency or other provisional status;
- the major of the bachelor's degree earned by teacher and any other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- whether the child is provided service by paraprofessionals and, if so, their qualifications.

HOMELESS EDUCATION INFORMATION

A homeless individual is someone who lacks a fixed, regular and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. If you would like to be on our mailing list, have questions related to the education of homeless children and youth, or would like additional information, brochures, posters, or resource lists, please contact the Superintendent at:

Organization: District 50 Schools
Address: 304 E. Almond Drive
Washington, IL 61571
Phone: 309/745-8914

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, the student may form a correct attitude toward it, and not only do his or her part in making the

school an effective place of learning, but develop the habit of self-restraint – which will make the student a better person.

In keeping with the School Board's philosophy of assuring each student an acceptable environment in which to learn, disciplinary efforts by all District employees are to be directed toward changes in the student's behavior. The following disciplinary methods shall be used by District staff with the students in appropriate circumstances:

1. individual student discussion and counseling
2. student involvement in defining acceptable standards of behavior
3. parent/guardian involvement in cases where a student repeatedly exhibits lack of responsibility or self-discipline
4. denial of privileges
5. removal from the classroom
6. detention
7. suspension (in-school and out-of-school)
8. expulsion

Corporal punishment, defined as the use of force to inflict pain, is expressly prohibited. Sufficient physical force may be used when necessary to protect the student or other individuals from bodily harm or to protect property.

A student whose behavior is so disruptive as to interfere with classroom order, the conduct of lessons, or the participation of fellow students in the learning process, shall be subject to removal by the teacher from the classroom. The removal of the student from the classroom shall be in accordance with the standards and procedures established and maintained by the District which provides due process to the students.

Teachers and other certified educational employees shall refrain from using disciplinary methods which may be psychologically damaging to students, such as ridicule or excessive display of temper.

Teachers and other certified employees may use reasonable force as needed to maintain safety for themselves or other students, staff members or other persons from bodily harm or such as it is deemed necessary to protect against property damage.

If the discipline procedures outlined above do not prevent a student from being a continuous danger to persons or property or acting in such a way as to be a threat to the school's academic process, then the

student may be suspended or expelled from the school according to District policy.

The Parent-Teacher Discipline Committee, as mandated by S.B. 703, will meet annually to review, and make recommendations when necessary, regarding District discipline policies and concerns.

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

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

All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

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.

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.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the

school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

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's 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.

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.

GRADES K-3 DETENTIONS

If communication with the parents regarding detention is in writing, signed verification must be returned to the school regarding detention.

DISTRICT 50 DISCIPLINE GUIDELINES ECE-3

Philosophy of Student Discipline

The staff, administration, and Board of Education of District #50 Schools believe that every student should have an opportunity to receive a quality education. One of the most essential ingredients in striving to insure each student has this opportunity is appropriate student behavior. The rules and regulations set forth by this district were created in order to provide a safe environment which tries to protect the rights of those students who really want to learn. It is important that

all students and parents know the school rules and consequences which relate to conduct and discipline.

We realize that these Discipline Guidelines are not all inclusive. Therefore, rules and regulations stated in the individual teacher's classroom, the Athletic Code of Conduct, and the Board of Education Policy also apply.

DETENTION – STAYING AFTER SCHOOL WITH SUPERVISION FOR THIRTY TO SIXTY MINUTES

ISS – IN SCHOOL SUSPENSION (ISOLATION) WITH PARENT NOTIFICATION

EXTERNAL/OUT OF SCHOOL SUSPENSION – TEMPORARY EXCLUSION FROM SCHOOL WITH PARENT NOTIFICATION

EXPULSION – PERMANENT EXCLUSION FROM SCHOOL

Definition of Misconduct

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur outside the school, provided there is a direct relationship between the conduct and the school's education function. It shall be further defined as committing any act or conduct disruptive to, or interfering with, any phase of school or classroom operation or activity.

SUSPENSIONS

The Board of Education authorizes the Superintendent and/or the Principal to suspend students guilty of gross misconduct or disobedience for a period not to exceed ten (10) days. An informal hearing will be held with the student by the Principal before the suspension. All due-process procedures for suspension of students will be followed according to the provisions of The School Code of Illinois (Section 10-22-6). Depending on severity of infraction and extenuating circumstances, suspensions may be internal or external.

Suspension would be considered only after having made certain the student was aware of rules, expected conduct, and the consequences of his behavior.

The following may be considered as reasons for suspension and/or expulsion.

1. Abuse or violation of the rights of others
2. Cutting of School

3. Excessive unexcused tardiness to school and class
4. Insubordination of school rules
5. Insubordination or showing defiance of a teacher either by words or actions
6. Use of profane or abusive language in school, either oral or written
7. Distracting, inappropriate, or indecent clothing
8. Mistreatment of school property
9. Stealing of personal or school property
10. Smoking on school grounds or the possession of tobacco
11. Possession of alcoholic beverages on school property or drinking before or after arriving on school grounds
12. Gambling on school grounds
13. Possession or transferring of dangerous weapons on school grounds
14. Sale, use, possession, or being under the influence of illegal drugs, look-alike drugs, anabolic steroids, or controlled substances as defined by Illinois Statutes
15. Physical threats of violence to persons or fighting on school grounds
16. Refusal to serve detention at appointed time
17. Use or possession of fireworks on school grounds
18. Vandalism of school property at any time
19. Any other conduct detrimental to school and/or students

The above rules apply for all school-sponsored activities and athletic events on, or within sight of school grounds, before, during, or after school hours, and at any other time when the school is being used by a school group.

Homework, for students who are suspended, is due the morning they return from their suspension.

EXPULSIONS

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the School Board or a hearing officer appointed by it. If a hearing officer is

appointed by the School Board, he shall report to the Board of Education the evidence presented at the hearing and the Board of Education shall take such final action as it finds appropriate.

2. The School Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and evidence on his behalf, and cross-examine adverse witnesses. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.
4. A complete record of the testimony at the hearing should be recorded either by a court reporter or by tape. Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the above 19 listed suspension/expulsion reasons. These rules will apply for all school-sponsored activities and athletic events.

The Superintendent, or his/her designee, shall be responsible for notifying the student body of the contents of this policy.

1. ALCOHOL – DRUGS – TOBACCO (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) – INHALANTS – ANABOLIC STERIODS – DRUG PARAPHERNALIA – POSSESSION – USE – UNDER INFLUENCE OF, LOOK-A-LIKES

1ST The student's parents will be contacted to set up a conference with the principal. The student will be evaluated, and if appropriate, counseled either by school personnel or a private counselor. The method of counseling will be subject to the approval of the building principal.

2nd 1 DAY ISS

2. ALCOHOL – DRUGS – TOBACCO (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) – INHALANTS – ANABOLIC STERIODS – DRUG PARAPHERNALIA – LOOK-A-LIKES – SELLING OR GIVING TO OTHERS

1st 5-Day External Suspension, Expulsion Proceedings, Referral to Outside Counseling, Police Notification

3. AMMUNITION

1st Confiscation with Parent Notification and the Consequences will range from Detentions to External Suspension with Expulsion Proceedings based on seriousness of the offense

4. CHRONIC ABSENCES

Students with 15 or more days of excused or unexcused absences from school will be reviewed by staff and administration to determine if a consequence is warranted. Administration will make the decision if any consequences are warranted.

After the 10th day or 5th consecutive day of absence related to illness, a physician's note will be required to excuse future absences related to illness. This will be done on a semester basis with second semester starting over.

5. BOMB THREATS

1st 10-Day Suspension with Expulsion Proceeding. Police notification

6. CHEATING

1st Consequence at the teacher's discretion

7. COMPUTERS/INTERNET

1st The use of the District's computers and internet is a privilege, not a right. Inappropriate use could result in the following consequence: Warnings, Detentions, School Suspensions, School Expulsions, Cancellation of the Privilege, Referral to Legal Authorities for Prosecution based on seriousness of offense.

*Note: Actions that take place off campus can result in disciplinary action if the act causes a disruption at school or interferes with the safety of those at school.

8. DISRUPTIVE BEHAVIOR/ACTS

A. CLASSROOM

1st Consequences will range from a warning to External Suspension with Expulsion Proceeding based upon seriousness of offense.

B. HALLWAYS/RESTROOM

1. No gum and no candy
2. No running, pushing, shoving, etc.

3. No inappropriate voice volume

1st Consequence at the teacher's discretion

C. LIBRARY

- 1st Warning
- 2nd Removal from Library (1 week)
- 3rd Removal from Library until readmitted by librarian, teacher, or principal.

D. LUNCHROOM

1st Consequences will range from a warning to suspension or denial of privilege based upon seriousness of offense.

E. BUS

1st Consequences will range from a warning to suspension or denial of privilege based upon seriousness of offense.

F. SCHOOL SPONSORED ACTIVITIES/ FIELD TRIPS

1st Consequences will range from a warning to External Suspension with Expulsion Proceedings based on seriousness of offense.

G. BICYCLES

- 1st Warning
- 2nd 5 Day Bike Suspension (Loss of Privilege)
- 3rd Bike Suspension (Loss of Privilege) for remainder of semester

9. FALSE ACCUSATIONS AGAINST OTHER STUDENTS, TEACHERS, SCHOOL STAFF AND OTHERS

1st Consequences will range from a warning to suspension based on seriousness of offense.

10. FAILURE TO SERVE DETENTION

1st 1 Additional Detention
2nd Detention
SUBSEQUENT 1-Day ISS

11. FALSE FIRE ALARM

1st 3-Day Suspension, Expulsion Proceedings, Police Notification

12. FIGHTING – PHYSICAL CONTACT

1st Detention with Parent Notification
2nd 1-DAY ISS with Mandatory Parent
Conference
SUBSEQUENT 1-DAY External Suspension

13. FIREWORKS

A. POSSESSION

1st 1-Day ISS, Police Notification
SUBSEQUENT 1-Day External Suspension,
Police Notification

B. USE OF

1st 10-Day External Suspension, Expulsion
Proceedings, Police Notification

14. GANG RELATED ACTIVITY

1st Consequences will range from parent
conference, to detention, required counseling,
suspension, expulsion proceedings, police notification
based upon seriousness of offense.

15. GIVING FALSE INFORMATION – LYING WHEN
BEING QUESTIONED

1st Consequences will range from warnings to
detention and parent contact based on seriousness of
offense.

16. INSUBORDINATION/DEFIANCE/DISRESPECT

1st Consequences will range from 30 minute
detention to external suspension based upon
seriousness of offense.

17. LANGUAGE (INAPPROPRIATE) –
VERBAL/NONVERBAL

1st 30 minute Detention/Parent Contact
2nd 60 minute Detention/Parent Contact
SUBSEQUENT ISS/Parent Conference

18. LEAVING SCHOOL GROUNDS -
UNAUTHORIZED

1st Half day ISS
2nd 1-Day ISS
3rd 3-Day External Suspension
4th 10-Day External Suspension, Expulsion
Proceedings

19. MATCHES OR LIGHTER – POSSESSION OF

1st Confiscation with Parent Notification and the
consequence will range from detentions to external
suspension with expulsion proceedings based upon
seriousness of offense

20. PAGERS/CELLULAR PHONES

1st Confiscation with Parent Notification and the
consequence will range from detentions to external
suspension with expulsion proceedings based upon
seriousness of offense

21. PASSES – ABUSES OF

1st Consequences at the teacher's discretion

22. PHYSICAL ASSAULT/BATTERY TOWARDS
STUDENT, TEACHERS, SCHOOL STAFF, GUESTS
or VOLUNTEERS

1st Consequences will range from 3-Day
External Suspension to External Suspension with
Expulsion Proceedings based upon seriousness of
offense.

23. PHYSICAL HORSEPLAY - INTENTIONAL

1st 30 minute detention with Parent
Notification by student
2nd ½ Day ISS
3rd 1-Day ISS
SUBSEQUENT Administrator's Discretion

24. ELECTRONIC DEVICES, TOYS, LASER
POINTERS, OR OTHER ITEMS (POSSESSION OF)
– NOT A PART OF CLASSROOM PROJECTS

1st Confiscation by teacher – parents may pick
up item from teacher or it will be given back to student
on the last day of school.

25. SEXUAL HARASSMENT –
PHYSICAL/VERBAL/NONVERBAL

1st 1 Day External Suspension, Mandatory
Conference with Principal, Police Notification
2nd 3 Day External Suspension, Mandatory
Conference with District 50 Superintendent
Prior to re-Entry, Police Notification
3rd 10 Day External Suspension, Expulsion
Proceedings, Police Notification

26. STEALING/POSSESSION OF STOLEN PROPERTY

1st Consequences may include restitution, Suspension, Expulsion and/or Police Notification based upon the seriousness of offense.

27. TARDIES (UNEXCUSED TO SCHOOL) – (Only following reasons will be accepted for EXCUSED TARDIES – Medical, Dental, Vision Appointments with verification, Death in Family, or any other Emergency deemed appropriate by administration.)

1st Every 5th UNEXCUSED TARDY a letter will be sent to parents to notify them of the tardies.

2nd After 10 UNEXCUSED TARDIES, parents will be contacted via letter and by phone to establish a conference/meeting regarding the tardies.

28. THREATS, BULLYING, HARASSMENT/DISCRIMINATORY NATURE TOWARD STUDENTS – VERBAL/NONVERBAL

1st Consequences will range from warnings to suspensions based on seriousness of offense.

29. THREATS TOWARD TEACHERS, SCHOOL STAFF, GUESTS, OR VOLUNTEER WORKERS

1st Removal from the classroom for the rest of the day, an ISS for the following day, Mandatory Conference, Required Counseling

2nd Consequence will range from 1-day ISS to External suspension based upon seriousness of offense.

30. TRUANCY

1st After 3 consecutive truant days or 10 truant days in one semester, consequences will range from 1-Day ISS to External Suspension based on seriousness of offense.

SUBSEQUENT Outside Agency Referral, Police Notification

31. VANDALISM – INCLUDES SCHOOL, EMPLOYEE AND STUDENTS' EFFECTS AND/OR PROPERTY

1st Consequence will range from 30 minute detention to suspension based on seriousness of offense, restitution for all damages

32. VULGAR OR OBSCENE LANGUAGE – VERBAL/NONVERBAL

1st Consequences will range from 30 minute detention to External suspension based upon seriousness of offense

SUBSEQUENT Consequences will range from 1-Day ISS to External Suspension with Expulsion Proceedings

33. WEAPONS – POSSESSION OF, USE OF, AND/OR THREATENING TO CAUSE HARM TO AN INDIVIDUAL BY USING A WEAPON– ALSO INCLUDING SHOOTERS, RUBBERBANDS, THUMB TACKS, POPPERS, HEAVY DUTY CHAINS, ETC.

1st Consequences will range from Confiscation with Parent Notification to 10-Day External Suspension with Expulsion Proceedings and Police Notification based upon seriousness of offense

- Any ECE-3rd Grade student who is removed from the classroom to the office or who received an in-school suspension, an external suspension, a bicycle suspension, a bus suspension, or a lunchroom suspension may lose the privilege to attend the next scheduled fun activity, such as: Family Reading Nights, Art Day, Olympic Day, assemblies, field trips, school parties, etc.
- Out of School Suspension / Parent Attending School in lieu of suspension
In some cases (with administrator's approval) in place of a one day out of school suspension the parent may have the option of attending school with their child. This would also be discussed with the teachers involved before this option would be granted.

VIOLATIONS OF #S 1, 2, 5, 13B, 22, 25, 29, 33 WILL AUTOMATICALLY RESULT IN A STUDENT LOSING THE PRIVILEGE TO ATTEND FIELD TRIPS.

DRESS CODE/ADDENDUM

Students are expected to dress appropriately for school. It is important that the clothes children wear are not disruptive to the education of the children and that they do not present a danger to anyone.

Inappropriate dress includes:

- Shorts or skirts shorter than mid-thigh

- Unhemmed cut offs, athletic shorts, or short shorts
- Fishnet type clothing (unless layered appropriately)
- Hats or sunglasses worn in the building
- Cut, burned or slashed jeans where holes are above mid-thigh
- Transparent attire, or brevity such as bare midriff
- Clothing which has any reference to drugs, tobacco, alcohol, death, obscenities, and occult related symbols or activities
- Generally, coats and jackets are not to be worn to classes or in the cafeteria
- Spandex or nylon shorts or slacks such as bicycle shorts unless covered by an appropriate outer garment
- Tank tops, tube tops, muscle shirts, or halter tops
- Jeans or pants that completely covers the shoes
- Jeans, pants or shorts that do not stay up off their hips – student must wear a belt

GLOSSARY

ARREST – A complaint is filed with the police by the school. The Principal or Administrator must swear out a complaint if arrest is warranted.

ARSON – The act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

ASSAULT – Intentionally engaging in conduct (without physical contact) that places another in reasonable apprehension of bodily harm; includes threats and verbal assaults.

BATTERY – Intentionally causing bodily harm to another.

BULLYING – Constantly disturbing by pestering, tormenting, or hazing others.

BURGLARY – Knowingly and without authority entering or remaining without authority within a building or vehicle with intent to commit therein a felony or theft.

CONFISCATION – taken and kept.

DETENTION – recess time or time outside of school at principal's discretion assigned for disciplinary actions.

DISCRIMINATORY NATURE – Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sexual orientation, disability, or religion.

DISRUPTIVE – Interrupting the ability of teachers to teach and students to learn.

DUE PROCESS – The notification of the student and parent concerning an alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charge(s), and why the disciplinary action is necessary.

EXPULSION – The removal of a student from school for 11 days or more, not to extend beyond the balance of the current school year. (This requires a formal due process hearing including written notification of charges.) The student and parent are informed by registered or certified mail of a hearing for the purpose of expulsion through the due process procedure. This requires action by the Board of Education. This definition does not apply to exclusion of student from school for failure to comply with immunization requirements.

EXTERNAL SUSPENSION – The involuntary removal of a student from class attendance or school attendance for 10 days or less. (Any such removal requires minimal due process, including parental notification.) A student may be considered as trespassing if present on school grounds during the period of suspension. Completed homework is to be turned in upon return to school.

FIGHTING – Physical conflict between two or more individuals.

HARASSMENT – Participating in behavior that intimidates, injures, or degrades other people physically and/or verbally.

IN-SCHOOL SUSPENSION (ISS) – The student remains in school. All privileges are suspended; classes are not attended. The action is recorded in the student's folder. Completed homework is due at the end of the final day of suspension.

INTIMIDATION – Engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force.

LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION – "School grounds" refers to the school and the school property adjacent to the building.

LOITERING – Occupying an unauthorized place in the school or on school grounds.

POLICE NOTIFICATION -- A report is filed with the police department. The action is recorded in the student's folder. Police make the determination as to whether arrest is warranted. The Principal or Administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest.

POSSESSION – The mere fact of physical control of real or personal (whether lost, found, mislaid, or stolen) property.

RESTITUTION – Returning, replacing, and/or paying for stolen or destroyed items.

ROBBERY – The taking of personal property in the possession of another by the use of force or by threatening the imminent use of force.

SEXUAL HARASSMENT – Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, blocking student's movement, pulling at clothes, etc.

SUBSEQUENT – Any further offenses.

THEFT – The obtaining or exerting of unauthorized control over the personal property of another.

VANDALISM – The willful or malicious destruction or defacing of school property or the property of others.

All of the above rules, regulations, and procedures are in effect for the 2010-2011 school year and have been approved as policy by the District 50 School Board at the February 16, 2010, Regular School Board Meeting. Any changes in state law or board policy adopted during the year will supercede stated information in the Handbook for the 2010-2011 school year.