



*LYNN G. HASKIN SCHOOL  
STUDENT HANDBOOK  
2019 - 2020*



*720 Wells St.  
Sandwich, IL 60548  
815-786-8812  
VISIT OUR WEBSITE AT  
[WWW.SANDWICH430.ORG](http://WWW.SANDWICH430.ORG)*

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**DISTRICT #430 STAFF**

<b>RICK SCHMITT</b>	<b>SUPERINTENDENT</b>	<b>815/786-2187</b>
<b>WALLY MARQUARDT</b>	<b>CURRICULUM DIRECTOR</b>	<b>815/786-2187</b>
<b>CRYSTAL SWAN-GRAVATT</b>	<b>DIRECTOR OF STUDENT SERVICES</b>	<b>815/786-6851</b>
<b>GREG SULLIVAN</b>	<b>TERMINAL MANAGER</b>	<b>815/786-8325</b>

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**815/786-8812**

**PRINCIPAL**

PreK  
PreK  
PreK  
PreK  
Kindergarten  
Kindergarten  
Grade 1  
Grade 1  
Grade 2  
Grade 2  
Grade 3  
Grade 3  
Resource  
Resource  
STAR Teacher  
Reading Teacher  
Reading Teacher  
Bilingual  
Bilingual  
P.E.  
Music  
School Nurse  
School Psychologist  
Social Worker  
Speech/Language Pathologist  
Speech Interventionist  
Head Secretary  
Secretary  
Head Custodian  
Custodian  
Custodian  
Media Center Coordinator  
Parent Educator  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant/Pre K Secretary  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Cafeteria  
Cafeteria

## **WELCOME**

On behalf of the faculty and staff of Lynn G. Haskin, I would like to extend a sincere welcome to all of our students and parents/guardian(s). The 2019-2020 school year will offer many exciting opportunities for all of us. We look forward to working with you to provide your child with the best possible educational opportunities and to share the goal that your child will reach toward his/her maximum potential.

The information that follows is designed to define policies and regulations that will assist the administration and staff to operate our school efficiently. However, this document is not intended to be all-inclusive. We recognize that from time to time, questions may arise regarding the policies or regulations. In the event that problems arise related to your child's achievement and/or behavior in the classroom, please feel free to consult with your child's teacher. Accordingly, if you have any questions or concerns that are school-wide in scope or you are unable to resolve problems at the classroom level, please feel free to call me at school (815-786-8812).

Again, welcome to Lynn G. Haskin School. We invite you to visit the school throughout the school year. Together we can make a difference for our students.

Dawn Greenacre, Principal

## **DISTRICT MISSION STATEMENT**

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

## **DISTRICT VISION STATEMENT**

*" Learning Today, Shaping Tomorrow!"*

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

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

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

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

Please refer to the district website [www.sandwich430.org](http://www.sandwich430.org) and the link to the individual schools to obtain information such as calendars, monthly newsletters, forms, menus, faculty, staff and administrators' email addresses, emergency school closings, etc.

## **DAILY SCHEDULE**

7:45	Playground supervision begins
8:00	Children enter building, go to classrooms
8:10	School begins
11:45	Dismissal for half-day kindergarten
	Lunch/Recess 45 Minutes
2:50	Dismissal

## **VISITORS/VOLUNTEERS**

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

Visitors/volunteers must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors/volunteers are required to proceed immediately to their location in a quiet manner. All visitors/volunteers must return to the main office and sign out before leaving the school. Persons volunteering during the instructional day should make child care arrangements for children not enrolled in elementary school.

Visitors/volunteers are expected to abide by all school rules during their time on school property. A visitor or volunteer who fails to conduct him 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.

## **VISITOR/VOLUNTEER CELL PHONE USE**

If you anticipate your visit to be more than a few minutes, please turn your cell phones to vibrate or off to limit distractions to the learning environment. The use of a cell phone in a school zone is against the law. Please refrain from using a cell phone while in a school zone or on school property while in a moving vehicle.

A person regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at <http://www.ilga.gov./legislation/ilcs/documents/062500050K12-610.1.htm>.

## **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.

## **PARENT ORGANIZATION**

Our school has an active parent organization. This organization sponsors many valuable activities for both students and the parents/guardian(s). Information is sent home, early in the school year, concerning activities and committee groups. All parents/guardian(s) are encouraged to participate in this organization.

## **ILLINOIS TEXTBOOK LOAN PROGRAM**

Sandwich Community Unit School District #430 participates in the Illinois Textbook Loan Program. By signing the handbook sign-off, parents/guardian(s) and students agree loaned textbooks will be provided

to students in accordance with the administrative regulations required by the Illinois State Board of Education.

### **PARENT CONCERNS**

What should a parent/guardian(s) do if a school concern should arise? Parents/Guardian(s) should follow a chain of communication when there is a concern. The first step is to contact the teacher and discuss the problem (815-786-8812). Teachers can generally be contacted by phone at the following times: 7:45 AM to 8:00 AM or 2:55 PM to 3:20 PM. Teachers may also be contacted via email. Email addresses can be found on the district website. If a conference is needed, please set up an appointment.

If the problem is not resolved at that level, please call the Principal, Ms. Greenacre (815-786-8812), to discuss the problem. A joint conference involving the parents, teacher, and principal will be held when necessary.

The next step on the chain of communication, if the problem is not yet resolved, is to contact Mr. Schmitt, the Superintendent of Schools, (815-786-2187), and repeat the process. The final step in the chain of communication is to ask the Superintendent for School Board involvement.

### **ACCURATE REGISTRATION CARD INFORMATION**

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

### **ENTRANCE REQUIREMENTS**

1. Children who enter Kindergarten in August must be five years old on or before September first of that same year.
2. When registering for Kindergarten, you must bring the certified copy of your child's birth certificate from the county of their birth along with a photocopy, which the school office will keep.
3. Sandwich School District #430, in accordance with school code #105 IL.CS 5/27-8.1, has established that all students entering Kindergarten, sixth, and ninth grades have a completed physical examination and up-to-date immunizations on file by the first day of school. The required immunizations are diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, and varicella (chicken pox). Students will not be allowed to attend school without required physical examination and immunizations.
4. The state of Illinois requires all Kindergarten, second, and sixth students to have a dental exam completed and on file by May 15<sup>th</sup> of the current year.
5. The State of Illinois requires all children enrolling in Kindergarten to have an eye examination.

### **REGISTRATION FEE WAIVER**

The law states the fees, including but not limited to registration and participation fees, be waived to all students "whose parents/guardian(s) are unable to afford them, including but not limited to children eligible for free lunches or breakfasts....." 105 ILCS 5/10-20.13. This automatically includes all homeless children. If you need this form please contact the school office.

## **EXPECTATIONS**

This district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of absences and their causes. The district expects schools to monitor each student's attendance and inform the parents or guardians of any attendance problems.

## **STUDENT ABSENCE/ATTENDANCE**

The regular attendance of all students is required. School attendance is the responsibility of the students and parent(s)/guardian(s). Parents or guardians are to call school (815-786-8812), for their child before 8:30 AM the day the student is absent. In the event that a phone call is not received on the day of the absence, school personnel will notify parents/guardians according to listed numbers on the emergency form. If parents/guardian(s) cannot be reached and emergency contacts do not know why the student is absent, the student will be identified truant for the day.

If there is a possibility of a student being absent for more than one day, the parent/guardian(s) should make the school aware of this possibility, and further phone calls will be unnecessary.

## **VALID CAUSES OF ABSENTEEISM**

In keeping with Section 25-2a of the Illinois School Code, this district considers the following circumstances to be valid causes for a student's absences: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator, other situations approved by the school administrator. Students sent home from school with a fever of 100 degrees or higher may return to school when they are fever-free for 24 hours without the use of fever-reducing medicine.

## **MEDICAL DOCUMENTATION**

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

## **EXCESSIVE ABSENTEEISM**

The district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in the academic performance or social development of the child. Excessive absenteeism includes excessive tardiness. See district truancy policy on page 43.

## **VACATION**

The district discourages parents or guardians from taking vacations during periods when school is in session. See district truancy policy on page 43. Such vacations may disrupt the continuity of a student's learning and create educational problems. Parents/guardians are urged to make arrangements in advance of the planned date(s) of absence. If you have questions regarding vacations please contact the school.

## **DRESS GUIDELINES**

The appearance of any young person is primarily the responsibility of his/her parents/guardian(s). We expect students to be dressed in a manner that reflects modest taste and is not distracting to teachers or other students or is detrimental to the educational process. When a student's appearance is felt to be detrimental, a parent/guardian-administrator conference will be arranged.

## **HEALTH POLICY**

### **Medication:**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours,



they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

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

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

#### **Students with Food Allergies:**

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

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

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

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

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

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

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

Further information can be obtained from the building principal.

### **Asthma Protocol**

Illinois law (099-0843) requires both public and private school to request from parents/guardians of student with asthma an Asthma Action Plan (AAP). It will be kept in the school's main/health office and distributed to staff who will have contact with the child. The student's medical care provider will be able to provide this documentation. A sample Asthma Action Plan can also be found on the district website or at your child's school.

It is requested that every student diagnosed with asthma provide the school with a medication permission form along with the Asthma Action Plan each school year. The Asthma Action Plan and school medication permission forms should be completed and signed by the student's medical care provider and parent/guardian. Medication forms including self-administration form for an inhaler are on the district website and at your child's school.

### **Treats in School**

Often students bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, food allergies and health concerns require that food brought in must be store bought and unopened with clearly labeled ingredients. Non-food items such as pencils, stickers, bookmarks, or other small items are also encouraged in lieu of edible treats.

Safety provisions will be set up for food or environmental allergies on an individual basis. Curricular activities involving food will be dealt with individually.

### **Illness and Injury:**

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

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

The Sandwich School District follows the provisions of the Youth Sports Concussion Safety Act (105 ILCS 5/22-80.) The entire policy can be found in the district policy manual at [www.sandwich430.org](http://www.sandwich430.org). The district agrees to comply with the concussion protocols, policies, and by-laws of the Illinois Elementary Association and or the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and the Return to Play Policy. In addition the district shall abide by the Return to Learn Protocol developed by the district committee. Please note that a student removed from a contest or practice due to a possible concussion must meet **all requirements** to return to play.

The Return to Play Policy specifically requires that:

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

The Return to Learn Protocol specifically requires that:

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

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

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

increases the heart rate as this may worsen or trigger additional symptoms - No tests, quizzes or homework - Provide students with copies of class notes (teacher or student generated)

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

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

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

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

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

- Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.
- Treatment: Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- Intervention Examples: - Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress - Physical activities as specified by student's physician (same as phase 3).

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

- Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.
- Treatment: No accommodations are needed.

- **Interventions:** - Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

### Documentation

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

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

### **Communicable Diseases:**

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

1. Parents/Guardian(s) 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. Examples of communicable diseases include, but are not limited to, chicken pox, measles, impetigo, and strep throat.
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.
5. As required by Public Act 099-0249, should there be an outbreak or exposure of one or more diseases from which a student is not protected due to religious or medical exemptions, he/she may need to be excluded from school in accordance with the Illinois Department of Public Health (IDPH) rules, Controls of Communicable Diseases Code (77IL.Adm.Code 690.)

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

Sandwich School District #430 has developed policies regarding head lice based on scientific & medical evidence that supports the education process. It is no longer recommended that students with nits be immediately excluded from school or that students be completely nit free before returning to class. In addition, because there is no evidence that a classroom screening of students correlates with prevention of the the spread of lice, it is recommended that this practice also cease.

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

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

administrators may send parent notification letters regarding known cases of lice when clusters of cases are noted in a class deemed necessary by the building principal.

**Physical Education Policy:**

As with the recess policy, requests asking that your child be excused from P.E.class will be honored for, at most, a two-day period. If parents/guardian(s) request that their child miss P.E.class for greater than a two-day period, the request must be supported by a doctor's statement. If a note is provided requesting that a student not partake in physical exercise during P.E. class, the request will also be honored during recess. A student will be able to be outside (unless note states otherwise) but will not be able to participate in physical activity.

**Physical Examinations & Immunizations**

All kindergarten students must have a complete physical examination on file prior to the first day of school. The physical must include up-to-date immunizations. Students will not be allowed to attend school without meeting the above requirements.

**Dental Examination Timetable:**

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

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

C.) If a child in the second or sixth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:

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

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

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

**Vision Examination:**

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

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

This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious

grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

### **Recess Policy:**

Requests asking that your child be allowed to remain within the building during recess will be honored for, at most, a two-day period. Children must present a written request from the parent/guardian in order to stay inside. Students with such requests may enter the building upon arrival in the morning and **report to the office**. If parents/guardian(s) request that their child remain indoors for greater than a two-day period, the request must be supported by a physician's statement.

## WELLNESS

### **Student Wellness**

Sandwich School District #430 K-3 is dedicated to providing an educational atmosphere that promotes nutritional instruction, wellness, and physical activity. We aspire to teach our students lifelong lessons that encourage healthy active lifestyles, as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition, and chronic health issues. It is our hope that by establishing healthy habits early we can guide students to maintain a healthy lifestyle as they mature. Staff wellness, along with community support, reinforces the lessons students learn. Membership in the Alliance for a Healthier Generation helps Sandwich School District #430 K-3 promote wellness through a variety of practices and activities. Our efforts were recognized with a 2018 National Healthy Schools Bronze Award.

## NUTRITION

### **Nutrition Before School:**

Children need to arrive at school having had a nutritionally balanced breakfast. Breakfast is offered before school. Breakfast menus are included in the monthly newsletter as well as posted on the district's website. Free and reduced eligibility applies to the cost of breakfast. It is obvious that students will more likely perform at their optimum if their nutritional needs have been met. The energy expended by youngsters this age is considerable and proper nutrition in the morning and at noon will better insure their abilities to concentrate on their academic pursuit.

### **Hot Lunch/Debit Card Policy:**

Sandwich School District #430 K-3 students will use a debit card to purchase lunch. The debit card system is web-based and allows parents/guardians to monitor their child's food choices and dollar balances. In addition, a debit card can be charged with as much money as each parent chooses. All students will receive a debit card free of charge. A replacement card will be issued for a nominal fee. Sandwich School District #430 provides an internet product called: Tyler Parent Portal. This product will allow parents/guardians to use the internet to check various aspects of their student's records. This service is optional for your family. An E-mail address is required in order to participate. The purpose of the E-mail address is to send you a confidential and personalized user id and password which will permit you to gain access to your student's data on the secure web server. In order to set up your child's account, you must first complete the Tyler Parent Portal Web Server Agreement. The **ONLY** way to receive your user id and password is by E-mail. The school office cannot give it to you nor do they have access to your password.

Once your account has been established, you can access it through the District website ([www.sandwich430.org](http://www.sandwich430.org)) by clicking on the Tyler Parent Portal link near the top of the screen. You will be able to set up an account for your child and deposit money whenever you like.

You also can choose to continue to send a check or cash with your child to purchase a lunch. When sending a check or cash, please enclose it in a sealed envelope so students will be less likely to lose it. Label the envelope with the student's name, classroom, teacher's name and what the money is for. The

current lunch/breakfast prices can be found on the district website at Sandwich430.org

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

If your child does not have money in his or her account, he or she will be allowed to purchase two lunches on credit. Your account will be charged and payment will be expected promptly. After a child has been given two lunches on credit, students will be offered a basic school-chosen lunch. Your child's account will continue to be charged the price of a lunch for each basic school-chosen lunch.

Hot lunch menus will be sent home monthly, but daily selections may change.

### **Free And Reduced/Lunch Policy:**

Applications may be made for free or reduced lunches by families whose gross income is at or below a certain level. Apply at any school in the district in which your child is attending. One form will meet the requirement for your entire family. Free and reduced lunch applications will be available at registration, the school office, or the district office. Complete and return to any school and the office will notify you of your eligibility.

### **School District Policy on Outstanding School Food Service Balances.**

In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term "charging" refers to all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could establish \$10 or five meals as the maximum amount that a child can charge to their account. Per the USDA, students eligible for REDUCED-PRICE or PAID meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if they do not provide the required payment for that meal.

Students eligible for FREE meals must be provided a reimbursable meal even if the student owes money for example on a la carte item, or second meals purchased. When meals have been charged, a written notice must be sent to households regarding balance (i.e. \$11), schools policy on past due balances, and date (i.e., January 10, 2018) on which adverse actions will go into effect (i.e., meals/food/beverages will no longer be able to be charged). The date provided should allow the household time to pay the balance due. Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Just a reminder, per USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte items and those students must receive their reimbursable meal; however, a la carte items should be handled according to the school's policy on student accounts. Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of FREE or REDUCED-PRICE eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

## **GRADING**

Academic growth is the primary goal established for each student in our setting. Your child's demonstrated efforts will be judged in accordance with the following established grading scale.

## **PERFORMANCE**

Academic growth is the primary goal established for each student in our setting. Your child's demonstrated efforts will be judged on established grade level standards, using the following performance indicators:

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



- **PROGRESSING:** Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it.
- **BEGINNING:** Student seldom demonstrates an understanding of concepts and procedures, while requiring consistent support.
- **X:** Not assessed this reporting period

### **WORK HABITS**

The Sandwich primary schools consider growth in responsibility a major objective. Work assigned on a given school day is to be completed and handed in to check for understanding the next day; however, there will be a number of assignments that your child may be asked to complete at home. The objective of this homework is to establish sound work and study habits in your child. Please encourage your child to complete these assignments to the best of their ability and return them to school when they are due.

### **PROGRESS REPORT**

With the adoption of standards-based report cards, letter grades are no longer given. Please pay special attention to the performance indicator on daily work to know how your child is progressing. It is not uncommon for students to be rated “Beginning” when new skills are introduced. Your child’s teacher will contact you if the child demonstrates unsatisfactory progress. It is the goal for all students to achieve and for parents and the school to work together for student success.

### **WE ENCOURAGE PARENTS/GUARDIANS(S) TO CONTACT THEIR CHILD’S TEACHER WHENEVER CONCERNS ARISE.**

### **REPORT CARDS**

Kindergarten, first, second, and third grade report cards are issued three times a year (at the end of each trimester). The District is in the process of developing standards based report cards at the elementary levels through fifth grade.

### **RETENTION**

Students attending the Sandwich Primary Schools may be retained for either of the following reasons:

- Consistently failing to meet the learning standards in one or more academic subjects.
- Agreement by staff and parents that retention will be in the best interest of the child.

### **FIELD TRIPS**

All field trips will be planned well in advance and be approved by the school administration. All field trips will be educational in nature. Written permission of the parent or legal guardian is required prior to the trip for informational purposes. Students may be asked to pay a fee to offset the cost of the trip.

A walking field trip permit must be signed by a parent or guardian and kept on file at each primary school. This allows children to walk to various places within the Sandwich City Limits with their class. Please fill out the permit in the registration packet and return it with your registration forms.

### **CHAPERONE AND VOLUNTEERS**

In an effort to continue to maintain a safe environment, Sandwich CUSD #430 may request that a chaperone/volunteer agree to a criminal background check. Should you have questions regarding this procedure, please contact your building principal.

All chaperoned field trips require supervision before the field trip (as students are assembling), during travel time and during the actual visit to the location. Therefore, during Sandwich School District field trips, all chaperones are required to participate in supervision during bussing. Parents/guardians may drive separately, but they will not be allowed to act as chaperones, unless administrator(s) grant approval for extenuating circumstances. Parents/guardians driving separately may transport their own child(ren), but they will not be allowed to transport other students. In addition, if fees are waived for chaperones, they will not be waived for parent/guardians driving separately and not acting as chaperones.

## **SPECIAL EDUCATION SERVICES**

### **Description:**

Special education services are available to those students who have been determined to have a disability that requires additional services to be successful in the educational setting. Students will be served in the least restrictive environment. The special educator may go into the classroom or provide pull-out services in a small group or on an individual basis depending on the student's needs.

### **Rtl:**

Response to Intervention (Rtl) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The Rtl process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, classroom and individual paraprofessionals and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. Rtl is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004).

### **PPS Team:**

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

### **Eligibility:**

After a full case study evaluation, an Eligibility Review will be conducted. At this meeting, the IEP Team (the PPS team members), will determine, based on the information gathered, if a child qualifies for special education services. Qualification/eligibility for special education services will depend on whether or not a specific disability is identified and if that disability has an adverse impact on the child's ability to be successful within the regular education setting without the provision of special education services. If the child qualifies, an Individual Education Plan (IEP) will be developed. The IEP will outline the program that will best meet the academic and/or behavioral needs of the students. If the child does not qualify for the special education services, other interventions and strategies may be presented to the parents/guardians and teacher. Parental/Guardian(s) consent must be obtained by the school (1) before Special Education testing may take place and (2) before a child receives any Special Education Service.

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

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same

right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **Speech and Language Services**

Our Speech and Language teacher will screen youngsters to determine if they are having any difficulties in their Speech and Language development. Students who need this service will be pulled out of the classroom and receive individual or small group instruction several minutes during the week.

### **Discipline of Students with Disabilities**

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

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

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

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

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director. Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

### **STUDENT DISCIPLINE**

Our goal is the academic growth of each child. It is essential to provide an orderly atmosphere in which optimum learning can take place. This setting, which is comprised of the child's classroom, school playground and cafeteria, must be structured to ensure each child's health and academic welfare. Fully understood building and classroom rules will ensure that the most can be made of each instructional moment in the classroom and that children will experience social growth through their interaction with peers as well as with the staff members in the building. Simply put, failure to adhere to the rules and regulations established at school will result in negative consequences. See student section pages 35.

### **BUS POLICY**

Students are required to board and get off their buses at their assigned stops. This policy has been established due to the maximum loads on our various buses, as well as legal liabilities. We also require a note to be written to your child's teacher and bus driver on any day that you do not wish to have your child ride home on the bus. Many times children will indicate that they are not going to ride home on the bus when in fact they should ride home on the bus. We want to insure that children do not miss the transportation provided. This is a precautionary safety measure. Please read the Transportation Department – Bus Rules pages 44-47.

## **SUPERVISION BEFORE SCHOOL**

School personnel are assigned on a daily basis to supervise students on the playground or in the gym in case of inclement weather. This supervision starts at 7:45 AM each day. Please plan your children's trip to school so that they do not arrive at school prior to 7:45 AM.

## **OUTDOOR RECESS**

Our school policy is to go outside for recess any time the temperature, including wind chill, is 10 degrees or higher. Administrative discretion may deem that the weather or playground conditions at an individual school require students attend indoor recess. Please make sure your child is properly dressed for winter weather. Hats, mittens, boots, snow pants, and a warm coat are all needed for the colder weather. Parents will be notified if we feel their child is inappropriately dressed for winter weather conditions. If there are financial concerns for providing winter outerwear, please contact the school.

## **EMERGENCY SCHOOL CLOSING**

The primary goal of this plan is to inform parents that schools are closed or that there will be an early dismissal due to inclement weather or some other emergency. Families are expected to develop a contingency plan for their child should an early dismissal be necessary.

## **ANNOUNCEMENT OF NO SCHOOL**

In the event of severe weather, or other unforeseen circumstances, the administration will determine whether school is to be held. If a cause of closing occurs before the start of the school day, parents/guardians and teachers will be informed about the closing between 6:30 AM & 8:30 AM through the following:

### **School-Messenger**

Through an automated notification and communication system, parents/guardian(s) will be able to be contacted via telephone numbers and e-mail addresses that have been provided to the school in an attempt to inform parents of school closings and other school information. Should your phone numbers and/or e-mail addresses change at any time, please contact your student's school.

### **Stations:**

**WSPY FM 107.1**

**WGN-TV Channel 9**

On inclement weather days, the school district encourages parents/guardian(s) to check for up-to-date information on school closings by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-FM 107.1 and/or on WGN-9 television station. Parents/Guardian(s) may also go to [www.emergencyclosings.com](http://www.emergencyclosings.com) for school closing information and can sign up for e-mail of notification of school closing through this site.

## **SANDWICH COMMUNITY UNIT SCHOOL DISTRICT #430**

### **NOTIFICATION TO PARENTS OF FAMILY PRIVACY RIGHTS**

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

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

Your child or ward will be asked to complete a survey as described below: (District inserts survey description, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous.)

This activity is scheduled on or about \_\_\_\_\_.  
(District inserts date before sending notification)

**If you would like to inspect this survey, please contact the school where your child or ward is enrolled by \_\_\_\_\_. (District inserts required response date)**

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

### **PARENT/GUARDIAN NOTIFICATION** **STUDENT RECORDS**

Sandwich Community Unit School District #430 keeps records of its students in two files, a permanent record file and a temporary file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975.

#### **Definition of Student Records:**

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed no later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

#### **Maintenance of School Student Records:**

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

#### **Student Permanent Record:**

The student's permanent record consists of:

- Basic identifying information
- Academic transcript, report cards, grade-level achievement
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Examination
- Information pertaining to release of this record
- Honors and awards received
- School –sponsored activities and athletics

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

### **Student Temporary Record:**

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

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

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

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

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

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

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

The official or student must make a written request to release the records. Parents/guardians will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and/or challenge such information. If parents/guardians do not respond within ten (10) days to the notice of their right to inspect, copy or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

### **Access to Records Without Parent Consent:**

- District #430 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary records.
- School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials and will notify parents in writing regarding the judicial order and the information so provided.
- Student records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent will be personally identified from the information released.
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other person.
- Records of eighth grade students entering high school will be sent from the middle school to the high school attendance center. This transfer of records will be completed by July 1, following the completion of eighth grade.
- Under article 9528 of the ESEA (20 U.S.C. article 7908) directory information is available upon request to military recruiters.

School "directory information" may be released by the district's discretion. Directory information includes:

- Name, address, gender, grade level, birth date, birthplace and parents' names and addresses.
- Academic awards, degrees or honors.
- Period of attendance in the school.
- Information in relation to school-sponsored activities, organization, and athletics.

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

#### **Challenge Procedures:**

- Parent(s)/Guardian(s) have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
- A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
- The records custodian will conduct an informal conference with the parent(s)/guardian(s) within 15 school days of the receipt of the written challenge.
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 0.04.

#### **Annual Notice to Parents Concerning Student Records:**

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

- You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request.
- You have the right to request changes in your school records if you believe the records are inaccurate, misleading or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
- You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information to do their job as an employee or volunteer.

- You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

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

Both parents/guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

### **SCHOOL PICTURES**

Pictures are taken at school in September as a service to parents/guardians and a fund raising activity. All students have their pictures taken and are offered a choice of packages from which pictures may be purchased. Pictures are generally delivered by the end of second quarter. Students who are absent on the day of pictures will be scheduled for retakes. Information about pictures will be sent home with the students prior to the taking of pictures.

### **POSTING OF PICTURES AND STUDENT PRODUCTS**

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

### **PRIVATE PARTIES**

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

### **INTERNET RULES**

#### **Authorization For Internet Access**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The student's signature on the consent and waiver form is legally binding and indicates the student who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time; his or her decision is final.



3. Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not become abusive in your message to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Be safe. Do not reveal the personal addresses or numbers of students or staff.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or support of illegal activities may be reported to the authorities.
  - e. Be considerate. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
4. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal downloading of software, regardless of whether it is copyrighted or devirused
  - b. Downloading copyrighted material for other than personal use
  - c. Using the network for private financial or commercial gain
  - d. Gaining unauthorized access to resources or entities
  - e. Invading the privacy of individuals
  - f. Using another user's account or password without written permission
  - g. Posting material authored or created by another without his/her consent
  - h. Posting anonymous message
  - i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - j. Using the network while access privileges are suspended/revoked
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and information obtained through its services is at your own risk.
6. Indemnification – The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to arising out of any breach of this authorization.

7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per – minute surcharges, and/or equipment or line costs.

## **ELECTRONIC DEVICES**

### Cell Phones and Other Electronic Devices:

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

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They must not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Cell phones with cameras are not permitted in bathrooms or locker rooms. The taking, disseminating, transferring possessing or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise on school grounds, or at any school function, is prohibited.

### Electronic Study Aids

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

- Use of the device is provided in the student's IEP or Section #504 Plan.
- Permission is received from the student's teacher.

### Laser and Light Pens are Strictly Prohibited

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

### Personal Electronic Items

Students are encouraged not to bring personal items to school unless requested by a teacher. This includes, but is not limited to, CD players, I-pods, I-pads, MP3 players, and portable video game systems.

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

## **AUDIO/VIDEO EQUIPMENT**

Sandwich School District may use audio/video equipment to monitor hallways, classrooms, school grounds, and buses. The equipment is used to encourage a safe and orderly school environment. Students may receive consequences for their misconduct or inappropriate actions as recorded by this equipment.

## **SOCIAL NETWORKING**

Please be advised that the Governor signed HB 64, now Public Act 98-129 effective January 1, 2014 providing that an elementary or secondary school must provide notification to students and his or her parent or guardian that the school may request, or require, a student to provide their password or other account information, in order for the school to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on the social networking website contains evidence that the student violated a school disciplinary rule or policy.

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

## **ASBESTOS MANAGEMENT PLAN NOTICE**

Federal laws require that the district complete any necessary repairs to areas containing asbestos within one year. Laws also require that a visual surveillance of asbestos containing areas be completed every six months, and re-inspection and re-testing of samples be completed every three years. The complete Asbestos Management Plan is available for review in the building office. Should you have any questions, please contact the building principal at 815-786-8812.

## **INTEGRATED PEST MANAGEMENT AND LAWN CARE PRODUCTS APPLICATION PLAN NOTICES**

Sandwich Community Unit School District #430 utilizes an integrated pest management program and Lawn Care Products Application that incorporates the guidelines as established by Public Act 91-525 and Public Act 96-0424 for the schools in the district. The district contracts with a professional pest control service and lawn care service to assist the district in maintaining a safe and pest-free environment for the students of the district. Applications are made throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification. A copy of the Integrated Pest Management Plan is on file in the Central Office.

## **ERIN'S LAW**

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

## **SEX OFFENDER REGISTRATION**

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

## **ANTI HARRASSMENT STATEMENT – SANDWICH CUSD #430**

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

Students found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex or disability will be promptly disciplined. Such discipline may include suspension and/ or expulsion depending on the nature and severity of the offense. The District is

committed to encouraging its staff, parents, and students to work together to prevent acts of harassment of any kind from occurring in the District's schools.

## **BULLYING PROCEDURES**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

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

"Bullying" includes "cyber bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interferes with the student's or students' academic performance; or (4) substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

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

### Reporting an Incident of Alleged Bullying

Students are encouraged to promptly report claims or incidents of bullying or harassment to the principal or assistant principal. Students may choose to report to a person of the student's same sex. Complaints

will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

#### Investigation

The District shall conduct a preliminary investigation into any report of alleged bullying to determine whether the reported act of bullying is within the permissible scope of the District's jurisdiction. The District shall provide the victim of the reported bullying with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

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

Through the course of its investigation, the District shall involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying investigation as deemed appropriate.

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

#### Findings

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

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

The District shall use various interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

### Evaluation of Policy

On a periodic basis, and no less than bi-annually, the District shall review and re-evaluate the effectiveness of this policy by considering factors including but not limited to: the frequency of reports alleging bullying or harassment; any student, staff, or family observations regarding safety at school; identification areas of a school where bullying occurs; the types of bullying being utilized; and the frequency and extent of bystander intervention or participation. The District may also use relevant data and information collected for other purposes in its evaluation of this policy. In addition, the information developed as a result of the policy evaluation will be made available on the District's internet website. Based on such review and re-evaluation, the District will make any necessary revisions to this policy as it deems appropriate.

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

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

### **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that 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
  - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal. Current board policy will be followed. An allegation that one student was sexually harassed by another student shall be referred to the building principal for disciplinary action.

### **SEXUAL HARASSMENT PROCEDURES**

Sexual harassment will be considered a Level IV Act of Misconduct in the Behavioral Management Plan.

### **DISCIPLINARY RESPONSE**

-Suspected acts of sexual harassment are to be reported immediately to the appropriate administrator by students, faculty, or staff.

-Both students are to be immediately removed from the classroom environment. Parent(s)/Guardian(s) of both the alleged victim and alleged harasser will be notified.

-The administrator will verify the offense, confer with staff member(s) involved and inform the school counselor within 24 hours of the alleged incident.

- Both students will confer with the counselor. The counselor will forward a written report to the administrator within 24 hours of the conferences.
- Victim and their parent(s)/guardian(s) will be informed of their rights to follow informal or formal procedures in resolving the matter by the school administrator within 72 hours of the alleged incident.
- The alleged harasser and their parent(s)/guardian(s) will also have a conference with the school administrator on the administrative action to be taken.
- School officials contact law enforcement officials, if and when necessary.
- A complete and accurate report is submitted to the superintendent. The superintendent is required to forward a copy of that report to the School Board.

**DISCIPLINARY RESPONSES (IN NO SPECIFIC ORDER)**

- Alternative programs such as program for disruptive youth, homebound instruction, etc.
- Conference with counselors (possible recommendation of sensitivity training)
- Conference with parents/guardians
- Expulsion per the District’s disciplinary and procedures
- Removal from interscholastic activities
- Suspension per the District’s disciplinary policy and procedures

**PRAIRIE VIEW SCHOOL**

**SANDWICH SCHOOL DISTRICT #430**

**BEHAVIORAL MANAGEMENT PLAN**

The policies and regulations contained in this handbook are in effect for all school-related activities, either at home or away.

We, teach our students to take responsibility for their own behavior. They are given a clear choice – follow the rules and enjoy the rewards, or break the rules and receive the consequences. School discipline is the joint effort of students, parents/guardians, and staff. This plan is designed to outline various rights and responsibilities for school discipline, together with the guidelines of expected conduct.

For this policy to be effective, the joint effort of everyone is necessary. While this booklet describes policies of student behavior and discipline, it cannot be effective without your help and cooperation. The school staff welcomes and encourages parents/guardians as partners in the educational process. The need for your support in student behavior and discipline is important. Concerns that you might have about this policy are always welcomed and encouraged by the staff. We believe that this policy provides a unified approach to conduct and discipline which is in the best interests of all of the children of our district. With your help, this policy will be successful in creating an acceptable learning environment for our children.

This policy was developed by a joint committee of parents and staff and has been approved by the Board of Education. It is your responsibility to read this booklet.

**STUDENTS HAVE THE RIGHT TO:**

- Be disciplined in private, if possible
- Be informed of the School Disciplinary Code
- Be treated respectfully by other students and staff members
- Give your point of view as long as it does not harm the rights of others
- Know the reasons for any discipline, and have adults available to help you when your views and those of the school do not agree
- Learn
- Learn to make decisions
- Protection from physical or verbal abuse
- Receive help with your studies

**STUDENTS HAVE THE RESPONSIBILITY TO:**

- Act in a way that will help you and other students to learn
- Ask your teachers for help
- Be fair and kind to other students
- Be polite to all teachers and staff
- Come to school every day and be on time
- Do not use bad words
- Don't fight or hurt other students
- Go to all classes and do your work
- Help care for books, supplies, and all school property
- Make sure you are neat and clean
- Obey all school rules; obey all teachers and staff

This code of conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

**PARENT(S)/GUARDIAN(S) HAVE THE RIGHT TO:**

- Be informed of their child's attendance, learning or behavior problems
- Expect a classroom atmosphere that allows good education to take place
- Receive regular reports on your child's progress in learning
- See their child's records
- Share in Parent Teacher Association, Parent-Teacher club and other school activities
- Share with their child the right to be told why he/she is being disciplined

**PARENT(S)/GUARDIAN(S) HAVE THE RESPONSIBILITY TO:**

- Attend school conferences and other activities, when possible
- Cooperate with the school regarding discipline code
- Plan a time and place, with supervision, for your child to do homework
- Safeguard your child's health by making regular visits to the doctor and dentist
- See that your child attends school regularly and is not tardy
- Support the rules of the school, the district and the community
- Talk with your child and the teacher about school and report cards
- Understand the responsibilities of the teacher, who takes the place of the parents during the school day

**STAFF MEMBERS HAVE THE RIGHT TO:**

- Be respected by students, parent(s)/guardian(s) and other staff
- Call for a parent/teacher conference when a student violates the discipline code



- Exclude a student from a class when that student is misbehaving in accordance with the building Behavioral Management Plan
- Expect students to behave properly
- Protection from physical assault, and from harm or theft of personal property

**THE STAFF MEMBERS HAVE THE RESPONSIBILITY TO:**

- Be available to talk with other staff, parents/guardians and students, especially about class work and discipline
- Deal with disciplinary problems quickly, firmly, and impartially
- Enforce the rules of the school courteously, consistently and fairly
- Help with discipline outside of the classroom – in the halls, the restrooms, and on the school grounds
- Provide the best possible education through a good classroom climate, which allows for learning to take place
- Respect all students and parent(s)/guardian(s)
- Teach respect for community property and good citizenship

**NON-TEACHING PERSONNEL**

The office secretaries, library clerk, custodians, bus drivers, teaching assistants, and cafeteria workers are hired by the Board of Education and have been vested with the authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown all faculty members. Profanity directed toward non-teaching personnel will not be tolerated.

**SUBSTITUTE TEACHERS**

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Any student not showing the proper respect for or deliberately harassing a substitute will be in violation of appropriate student conduct and will be referred to the proper building authorities. Profanity directed toward substitute teachers will not be tolerated.

**CHRONIC MISBEHAVIOR**

When a child is sent to the office for a serious misbehavior, a parent/guardian will be called immediately by the principal. The child may be asked to explain to their parent/guardian why they were sent to the office.

Students who exhibit chronic misbehavior will be required to have a meeting with student, parent(s)/guardian(s), counselor, and administration. Should the student's misbehavior not change, the student's parent(s) will be required to meet with the administration and school board in order to fully understand appropriate behavior in school.

**STUDENT DISCIPLINE**

**Authority to Impose Discipline**

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

Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds. Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may temporarily remove students from a classroom in cases of disruptive behavior. The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same

disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) for a period not to exceed 10 school days.

## **Student Behavior**

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

## **Prohibited Student Conduct**

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

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other psychological change in the body, including without limitation, pure caffeine in tablet or powdered form; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the substance to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smart phones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat

could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in the types of conduct described above, or engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

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

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

#### **Disciplinary Measures**

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

1. Notifying parents/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Referral to outside agency
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.

12. Suspension from school and all school activities for up to 10 days. A suspended student may also be prohibited from being on school grounds or attending any school activities.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student may also be prohibited from being on school grounds or attending any school activities.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and in accordance with Articles 13A and 13B of the School Code.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Due Process**

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

### **Corporal Punishment**

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

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

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

Gang related or unauthorized group activities will not be permitted at Sandwich School District schools. Participation in any unauthorized club or gang activity including but not limited to the display or possession of gang symbols or colors, soliciting others for membership, requesting the payment of dues, insurance, or other forms of protection from any individual or group, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will result in disciplinary action. The wearing, displaying, drawing of gang identifiers is prohibited. These gang identifiers include but are not limited to the following: playboy insignias, five or six pointed stars, three or five pointed crowns, arrows, pitchforks, gloves or any other attire, item or symbol the principal or the Sandwich Police Department has designated as a gang identifier, whether or not it had been previously designated in this or any other statement or policy. A list of such identifiers will be maintained in the school office. The Sandwich School District maintains and practices a strict policy for any students involved in gang related or unauthorized group activities.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act of omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs (b) requesting any person to pay protection or otherwise intimidating or threatening any person (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

### **ALCOHOL, DRUGS, AND LOOK-ALIKE DRUGS**

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

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

### **WEAPONS PROHIBITION**

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **CONCEALED CARRY LAW**

Please be aware of the HB 0813 and 430-ILCS 66/65, now Public Act 98-0063: Firearm Concealed Carry Act. This legislation requires that a licensee under the Act shall not knowingly carry a firearm on or into:

(1) Any building, real property, and parking area under the control of a public or private elementary or secondary school. (2) Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Further information regarding Public Act 98-0063 may be found at

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0063>

**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 student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **School Property and Equipment; Personal Effects Left 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.

### **Search and Seizure**

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

**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.

**School Property** - School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the

student or parent, and without a search warrant. As a matter of public policy, the General Assembly of the State of Illinois has found that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

### **Suspension Procedures**

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with a conference during which oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials. A pre-suspension conference is not required and the student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and conference will follow as soon as practical.
2. An attempted phone call to the student's parent(s)/guardian(s) will be made to report the suspension. The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
3. A written notice of the suspension will be given to the student's parent(s)/guardian(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or explanation of why the length of suspension was chosen and address the threat or disruption posed by the student. For a suspension of 4 or more school days the notice shall also include an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted and no other interventions are available, and for suspensions of 5 or more school days an explanation of what, if any, appropriate and available support services will be provided to the student.
4. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the Superintendent or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board or a hearing officer appointed by the Board.
5. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the Superintendent's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by the Board or a hearing officer appointed by the Board.
6. At the hearing, the student has the right to: have legal counsel at his/her own expense, the right to question the person who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.
7. After presentation of the evidence, the hearing officer will report to the Board, via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

### **Expulsion Procedures**

The following expulsion procedures will be followed:

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



a statement in his/her behalf. The notice may request that if the student is to be represented by an attorney the Superintendent be notified of the attorney's name and contact information.

3. At the expulsion hearing, the Board or the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct, including information of any other interventions attempted, or if no other interventions were available and evidence of the threat or disruption posed by the student, and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.
4. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision. If expelled, the decision shall detail the specific reason why removing the student from school is in the best interest of the school, provide a rationale for the duration of the expulsion, document how all behavioral and disciplinary interventions have been exhausted or if there is a determination that no other appropriate interventions exist, and document how the student's continuing presence in school poses a threat or substantially disrupts or interferes with the operation of the school.

No student may enroll as a student in the District who has been suspended or expelled, for any reason, from any other public or private school in this or any other state, until the entire term of such suspension or expulsion has been completed; provided, however, that the Superintendent may, after due consideration of the circumstances, allow enrollment in an alternative school program established under Article 13A of the School Code, if available, for the remainder of the suspension or expulsion.

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

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

## **SANDWICH SCHOOL DISTRICT TRUANCY POLICY**

### **Absences:**

Examples of unexcused absences include, but are not limited to, the following:

Personal grooming appointments not related to medical conditions; automotive maintenance; employment during school hours when not related to a high school educational program; oversleeping. If a doctor's note is required and not received within three calendar days of the missed day(s), and student cuts.

Determination of excused absences will be made by the administration. The administration can deviate from these guidelines depending on individual circumstances.

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

- Teachers may, on an individual basis, work with students who have unexcused absences to complete work for full or reduced credit. This includes tests and quizzes.
- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up during the next five-hour Saturday detention in session. Tutoring and/or help will not be given during this detention. This only applies to the days missed after the student is officially designated as a truant.

Students shall be permitted no more than seven excused absences, including vacations, per school year based upon parental/legal guardian confirmation for the reasons of the absence. After the student has been excused seven times in one school year, additional excused absences for illnesses may only be verified through a written medical statement from a physician. A letter from the school will provide notice that the seven absences have been met or exceeded.

Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level), religious reasons that prohibit attendance for a given time or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student is sent home due to illness documented by school personnel or if a student absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count toward the seven days permitted by this section. If the student was sent home by the school personnel due to a fever, he or she will not be penalized with an unexcused or excused absence (will not be counted as one of the seven parent excused absences) the following day in order to remain home fever free for 24 hours.

All doctor notes need to be turned in a timely manner or the administration has the discretion not to accept the doctor note. For extended absences, the administration may ask for updated documentation of the absence.

If attendance issues continue, the school shall conduct a conference with the parent/guardian addressing the attendance issues and offer school services/resources in an effort to correct that child's truant behavior.

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

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

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

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

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

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

### **SANDWICH SCHOOL COMMUNITY #430**

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

##### **PARENTS AND GUARDIANS**

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

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

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

## **BUS SERVICE ELIGIBILITY**

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

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

The Board of Education has approved the procedure of allowing students to be dropped off anywhere on their assigned route where their assigned bus may stop, however, changing buses for any reason will not be permitted. While the transportation department has been instructed to continue busing eligible students from home to school and back home again, no longer will non-eligible sibling(s) receive transportation(i.e. where one family member attends Sandwich Middle School and is eligible, and their sibling attends Woodbury and is not eligible based on their home, the student attending the middle school qualifies and the student attending Woodbury does not). No student will be permitted to ride a bus that is not his or her designated a.m. /p.m. bus. Parent(s)/Guardian(s) must make arrangements to transport friends. \*\*\* NO EXCEPTIONS.

## **BE PROMPT**

Students are expected to be on time to their assigned bus stops but should not arrive earlier than ten minutes before the scheduled arrival. In order to maintain a dependable time schedule, drivers have been instructed not to wait for tardy students.

## **AT THE BUS STOP**

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect other's property. When the bus approaches, students must obey the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

## **DRIVER AUTHORITY**

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

## **PERMANENT ROUTES**

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

## **BOARDING/DEPARTING THE BUS**

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

## **BUS CONDUCT**

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

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

- Use classroom voices on the bus

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

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

### **ITEMS NOT ALLOWED ON THE BUS**

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

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

Please arrange for alternative transportation if any of the restrictive items are needed at school.

### **STUDENT DISCIPLINE**

The district has adopted a progressive discipline policy, which emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Conduct Report."

### **USE OF VIDEO CAMERAS**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students. In addition these will be used to monitor the performance of drivers in the fulfillment of their duties on the school bus.

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

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

### **DISCIPLINARY PROCEDURES**

When, in opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a Bus Conduct Report will be

issued. The intent is to maintain good order and a safe environment for students riding the buses to and from school or school sponsored activities, as well as to notify parent(s)/guardian(s) of the misconduct of their children.

**Note:**

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

**BUS REGULATIONS**

Please keep in mind that bus misconduct may result in school disciplinary action.

- Students are expected to be on time to their assigned bus stop but should not arrive earlier than ten minutes before the scheduled arrival. In order to maintain a dependable time schedule, drivers have been instructed not to wait for tardy students.
- When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals, granting them permission to cross. They should cross the road far enough in front of the bus so that both student and driver can see one another.
- As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive noise can be distracting. Failure to keep the noise level low will result in disciplinary action.
- At no time will a student be allowed to extend any part of their body out of a bus window. Throwing objects or yelling out the window is prohibited.
- Students are expected to help keep buses clean.
- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat. Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a babysitter or relative. Due to increased enrollments, many buses are at capacity and granting such requests presents the possibility of overloading.
- Students are expected to comply with the bus driver's authority. Boarding, exiting, changing seats, standing or walking inside the bus should be done only with permission from the driver. Students are to occupy assigned seats when the driver feels such action is necessary.
  
- Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage will be reported.
- Possession or use of tobacco, alcohol or a controlled substance on the bus or at a bus stop is not only a violation of bus regulations, but the school code as well.
- Students who damage or vandalize a school bus will not only face consequences, but also will be obligated to pay for damages before being allowed to resume riding.
- Students using/displaying obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action.

