

**Whiteside Elementary School  
2023-2024**

**WHITESIDE SCHOOL DISTRICT #115**  
**23-24 SCHOOL YEAR**

**STUDENT AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS**

**STUDENT NAME:** \_\_\_\_\_  
*Last, First (Please print)*

**Student Section**

I understand and will abide by the Whiteside School District 115 *Student Acceptable Use Policy for Electronic Networks*. I understand that the district and/or its agents may access and monitor my use of the Internet, including e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's electronic network connection and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

**USER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Parent/Guardian Section**

I have read the Whiteside School District 115 *Student Acceptable Use Policy for Electronic Networks*. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed this authorization with my child. I hereby request that my child be allowed access to the Whiteside School District 115 Electronic Network.

**PARENT/GUARDIAN NAME** *(Please print):* \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# AUTHORIZATION FOR USING A PHOTOGRAPH OR VIDEO OF A STUDENT

## Parent/Guardian Section

I grant consent to Whiteside School District 115 to identify a picture of my child or ward, by full name and/or the school he or she attends, in any school-sponsored material, publication, video, or website. This consent is valid for the entire time my child or ward is enrolled in Whiteside School District 115. I may revoke this consent at any time by notifying the Building Principal in writing.

I deny consent to Whiteside School District 115 to include a photo of my child in any school-sponsored material, publication, video, or website, even if my child is not identified by name

**PARENT/GUARDIAN SIGNATURE:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

Pictures of students taken by non-school agencies: While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## HANDBOOK RECEIPT

\_\_\_\_\_ (parent/guardian initials) I have received the Student & Parent Handbook/Agenda and understand that my child and I are responsible for following the rules and policies as stated in the handbook. Note: The handbook may be updated throughout the school year. Notice of handbook amendments will be sent to parents through Skyward and will be published in the monthly Smoke Signals Newsletter.

## MOVIE PERMISSION FORM

\_\_\_\_\_ I give permission for my child to watch “G” and “PG” rated movies as might pertain to the curriculum.

**PARENT/GUARDIAN SIGNATURE:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

## WHITESIDE SCHOOL DISTRICT #115 CONTACT INFORMATION

Phone (618) 239-0000

Middle School/District FAX (618) 239-9240

Elementary FAX (618) 233-7931

Website: [www.wssd115.org](http://www.wssd115.org)

### WHITESIDE 3 B's

Be Kind

Be Well

Be Strong

The standards of an entire school are often judged by the behavior and appearance of just one of its students. Therefore, students must be aware that they have a special responsibility in helping to create and uphold standards for the entire student body.

Cooperation among parents, teachers and administrators is both necessary and desirable. Student behavior rarely improves unless parents and teachers work as a team. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

All school district employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, district employees stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.

Standards and procedures for individual conduct and class control are developed and implemented in order to maintain an environment conducive to learning. All school district employees may use reasonable force as needed to maintain safety for students, school personnel or persons or for the purpose of self defense or the defense of property.

### SCHOOL HOURS

SCHOOL OFFICE HOURS: 8:00 A.M. - 4:00 P.M.

TEACHERS' HOURS: 8:15 A.M. - 3:45 P.M.

STUDENTS' SCHOOL HOURS: 8:30 A.M. - 3:00 P.M.

ESP HOURS - elementary (A.M.) 6:45 A.M. - 8:00 A.M.

ESP HOURS - elementary (P.M.) 3:00 P.M. - 6:00 P.M.

Middle school students may enter the building after 7:45 am. At the end of the day, students not riding the school bus are to be picked up promptly.

Elementary school students may enter the building after 8:00 am. Students not picked up by 3:30pm will be taken to the after-school care program, and parents will be charged at a rate of \$15 per child per day.

### ENROLLMENT and REGISTRATION

#### REGISTRATION INFORMATION

At the time of registration, each new family shall provide a mortgage statement or a lease/occupancy permit **and** two current proofs of residency in the Whiteside School District and a certified birth certificate for each child they are registering. Each returning family shall provide two current proofs of residency.

Proofs of residency in the District may include:

1. current property tax receipt
2. receipt for utilities
3. evidence to indicate that the student is in continuing residence with a parent or legally designated guardian, i.e., court order, welfare document and notarized "Affidavit of Residence"
4. a letter from the **owner** stating that the person indicated is in residence at the present time

An Illinois transfer form is mandatory for any student transferring from an Illinois school.

**LEGAL NOTICE:** NOTICE IS HEREBY GIVEN THAT ANYONE PROVIDING FALSE INFORMATION REGARDING LEGAL RESIDENCY OF A STUDENT MAY BE LIABLE FOR:

1. PAYMENT OF APPLICABLE TUITION BASED ON PER CAPITA COSTS
2. RESULTING LEGAL COSTS
3. ANY OTHER COST DEEMED NECESSARY

**FALSIFYING RESIDENCY IS A CLASS C MISDEMEANOR PUNISHABLE BY UP TO A \$500 FINE.**

### **KINDERGARTEN ENROLLMENT**

Admission into the District is based on chronological age. Children must be five years of age on or before September 1st of the current school year to enroll in kindergarten.

### **FIRST GRADE ENROLLMENT**

Children who have attended an approved public, private, or parochial school kindergarten program and who are age appropriate will be enrolled in first grade. Those children who fail to meet these requirements may be administered a test to determine appropriate grade level.

## **ATTENDANCE INFORMATION**

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or attending a military honors funeral to sound TAPS. All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 239-0000 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a call will be made to the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Six unexcused absences in the previous 12-month period will require a local truancy board hearing. Nine unexcused absences in the previous 12-month period will necessitate a truancy hearing with the St. Clair Regional Office of Education.

## **MAKING UP WORK/ASSIGNMENTS**

The student is responsible for obtaining all make-up work upon returning to school. For unanticipated absences, students shall have additional time, equal to the amount of time they are absent, to turn in assignments. As an example, if a student missed one day, make-up work must be completed by class time on the day after the student returns to school. Assignments due on the day of an absence must be turned in on the day the student returns to school. Assignments turned in later than this may have credit reduced. Parents may contact the office to obtain homework when a student is absent.

For planned absences, the student is responsible for requesting assignments and required classwork prior to the absence. Work provided prior to the absence is due upon the student's return to school.

## **TARDINESS**

Students who do not report to school or class on time are considered tardy. Disciplinary action (detention) will be taken when students receive their third unexcused tardy in any given grading period. A student arriving late due to a doctor/dentist appointment may be required to present documentation to the office.

## **EMERGENCY/SNOW DAYS**

Cancellation of school due to inclement weather will be announced on local television stations. Whiteside's emergency notification system will call the first phone number listed in Skyward. Please keep your phone number current so you can be reached. Whiteside School does not dismiss school early due to weather. Parents who wish to pick up their child(ren) due to weather conditions may do so at their discretion.

## **GENERAL INFORMATION**

### **SMOKE SIGNALS – MONTHLY DISTRICT NEWSLETTER**

Smoke Signals will be sent via Skyward and posted on the district's website.

### **ESCORTING STUDENTS AT THE ELEMENTARY SCHOOL**

Parents are permitted to walk their child to class the first week of school. After the first week of school, students shall walk independently to their classrooms.

### **TELEPHONE**

In order to develop student responsibility, students are prohibited from using the school phone for trivial matters. No cell phones are to be used during the school day.

### **LOST AND FOUND**

Articles found on the premises are placed in the lost and found. Expensive items such as jewelry, keys, and eyeglasses are kept in the school office. Any lost or damaged property should be reported to the classroom teacher and the school office immediately. The school is not responsible for any lost, broken, or stolen items brought to school by students. Such items are the responsibility of the owner.

### **CONFERENCES**

Parent-teacher conferences will be scheduled each school year. Parents are encouraged to meet with teachers during these designated times. Parents, who wish to meet with teachers and/or administrators in addition to conference times, should arrange an appointment with a minimum of a 24-hour notice. Appointments will be scheduled at the discretion of the teacher. Due to instructional obligations and supervisory duties, it is not possible for parents to confer with teachers while dropping off or picking up a child.

## BOOK/MATERIALS FEE

Book/Materials fee is due at the time of registration to defray the cost of instructional school materials such as workbooks, weekly publications, etc. A \$10 late fee will be assessed after October 15. Fees are waived for students who qualify for free lunch.

**Students who owe fees for IDs, library, cafeteria, book fees, or any other fees, will not be allowed to participate in any field trips, Carnival, dances, sports activities, and graduation activities/ceremonies.**

## 2023-2024 FEES

	Fee Type	Elementary		Middle
	Registration	\$80.00		\$80.00
	Tech	\$20.00		\$20.00
	Athletic/Activity	N/A		\$25.00
	Band	N/A		\$25.00
	Recorder (3rd)	\$5.00		N/A
	Glee (ES)	\$25.00		N/A
	ID (MS)	N/A		\$5.00
	ID Lanyards (MS)	N/A		\$3.00
	PE Uniforms (MS)	N/A		\$15.00
	Locks (MS) - Replacement	N/A		\$10.00
	Agenda - Replacement	\$4.00		\$4.00
	Lunch Student	\$2.55		\$2.55
	Breakfast Student	\$1.45		\$1.45
	Milk	\$0.60		\$0.60

## LUNCH VISITATION

Due to seating capacity, parents are not permitted to eat lunch in the cafeteria. Students will be excused to go out to lunch with their parents during their normally scheduled lunch period.

## PRE-PACKAGED FOOD

Parents who send snacks for classroom events must send store bought or pre-packaged goods. Grades 5-8 do not allow birthday snacks/treats to be brought into the classrooms or cafeteria.

Food sent in student's lunches should be single-serving sizes, i.e. snack bags of chips. Larger quantities are not permitted and may not be shared. Drinks should be non-carbonated beverages.

## CLASSROOM VISITATION

Parents/guardians wishing to visit a classroom must contact the principal at least 24 hours in advance to arrange for the visit. All visitations to classrooms are subject to the approval of the principal. To minimize disruptions to the learning process, approved classroom visitations shall last no longer than 1 class period per quarter. All visitors must secure and wear a pass prior to visiting the classroom or when present in the school building or on school property. **Unauthorized entrance to classrooms or school premises is prohibited and violators will be subject to arrest and prosecution.**

## DRESS CODE

Students are expected to dress in a manner that is appropriate to the time, place, and purpose. Proper dress is the responsibility of the student and his/her parent(s). However, if the student's clothing would cause a disruption to the learning process, the student will not be permitted to attend class until he/she changes into appropriate attire. If there are cases not covered by these standards and guidelines, the administration will assess each case on an individual basis.

Guidelines that will help clarify proper dress include:

- Tank tops, tube tops, bare midriffs, low-neck tops, and see-through clothing should not be worn unless appropriate attire is worn over or under this type of clothing. No bra strap may be visible.
- Pants should not have large rips or holes and must be properly worn so as to fit at or above the waist. Undergarments must **NEVER** be visible.
- Shorts are acceptable, but they must be of appropriate length (approximately the point where a student's fingers would reach when arms are relaxed at their side).
- Shoes must be worn at all times.
- Hats, caps, sunglasses, headscarves, and clothing with offensive graphics or text will not be worn in the building or on school grounds.
- Bandanas and towels are not allowed on campus.
- Leggings do not make inappropriate clothing appropriate.
- Excessively tight clothing is prohibited.

## LOCKERS

Lockers are school property maintained for student use. It is the students' responsibility to see that locks are secured, and that the lock combination is kept confidential. The school will not be responsible for items taken from an unlocked locker. **Only school issued locks** are permitted on lockers. All other locks will be removed. Students will be charged \$5 to replace a lost or damaged lock.

## SEARCH PROCEDURES

School authorities may inspect and search property owned or controlled by the school. Students have no reasonable expectation of privacy in using such places and areas. Such places and areas include, but are not limited to, lockers, desks, parking lots, and personal effects left in those places. Students do not need notice nor must a school authority require consent to search or obtain a search warrant. Evidence obtained may be turned over to law enforcement if the evidence indicates a student has violated the law, local ordinance, or school policies and rules.

## STUDENT ID POLICY AND PROCEDURES-MIDDLE SCHOOL

For safety and security, students must wear their IDs before boarding their school bus or before walking, biking, or riding onto campus.



## **WEARING ID**

A student must wear a school-supplied lanyard and ID around his/her neck and on the outside of clothing while on Whiteside Middle School campus. The ID must be clearly visible on the front of the student even if wearing a coat (such as at a basketball game). Only the school ID may be worn from the lanyard. IDs that are defaced or decorated in any way are unacceptable and the student will be required to purchase a replacement.

## **FORGOTTEN, LOST, MISSING ID**

Any student who has forgotten or lost his/her ID must report immediately to the office to get a new ID. IDs cost \$5 each. Replacement lanyards are \$3.

## **ACADEMICS**

### **CURRICULUM**

Whiteside's curriculum aligns with the Illinois Learning Standards and meets all state requirements.

### **BAND**

The Band program begins with the 5<sup>th</sup> grade and continues through 8<sup>th</sup> grade. Fifth grade students have weekly group lessons. Students in grades 6-8 rehearse daily.

Students should be encouraged by their parent(s) to stay in band and to attend all assigned band activities once a commitment is made to join the program. Students will be permitted to drop from band only at the end of the semester providing they have parental permission and approval from the principal. Students who drop band at other times during the school year will receive an "F" for the grading period.

The District does not provide theft and liability insurance on student-owned instruments. Parents are encouraged to insure their child's instrument through a homeowner's policy, or its equivalent, and keep a record of the serial number of the instrument.

### **PHYSICAL EDUCATION PROGRAM**

All students must participate in the PE program. Uniforms are required for those in grades 6, 7, and 8.

For students not physically capable of participating in a regular PE program, a written statement must be submitted to the principal. This written exemption must be from a physician and must state the health problem and the length of time the student should be exempted from physical education. This exemption will be placed in the student's file where it will remain for one school year. During this exemption, the student will be given related written assignments. Furthermore, the district may require the doctor to submit a medical action plan which includes, but is not limited to, (1) the medical diagnosis, (2) appropriate accommodations, (3) what to do in case of an emergency, (4) the length of time the medical action plan remains in effect.

Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for request.

### **SPECIAL EDUCATION**

Whiteside belongs to the Belleville Area Special Services Cooperative (BASSC). Federal law and the Illinois School Code mandate all guidelines for referring, testing, and placing students in special programs. For information on available programs please call the district special education director.

Whiteside's Early Childhood Special Education class serves children ages 3 through 5, who qualify for special education. This program provides services for children with a variety of disabilities. Referrals may be made by contacting the district special education director.

### **SPEECH/LANGUAGE**

During the school year, a student's speech and language may be screened as part of the District's routine procedures. If the screening indicates a need for further evaluation, the parent will be contacted. If a parent has any objections to the screening, please notify the school office immediately after the start of the school year.

### **TITLE I**

Students who qualify for this federally-funded program may receive extra help in reading and math. Instruction focuses on bringing the child's achievement up to grade level.

### **TEACHERS CREDENTIALS**

Parents may request teachers' and paraprofessionals' credentials. A link to this information is on the district website.

### **PRE-KINDERGARTEN**

Whiteside's Pre-Kindergarten program is provided through our Early Childhood Block Grant. There is no cost for attending. The program serves at-risk children ages 3 through 5 who are not age eligible for Kindergarten.

Students qualify for the program based on a screening process using the Dial-4 assessment. The Dial-4 screens motor skills, cognitive skills, speech and language skills, and vision and hearing. Other factors that may qualify a student as at-risk include a primary language other than English, socio-economic status, foster care placement, and speech and language delays. Screenings are conducted periodically throughout the school year. To register a child for screening, contact the elementary office at 239-0000 ext. 2317.

### **HONORS PROGRAM**

Whiteside School District #115 is committed to offering its academically talented students an enriched curriculum where they can pursue advanced areas of study to the extent and depth their abilities and interests allow. These classes provide unique opportunities for content complexity not ordinarily offered in the general education classrooms. The Honors Program is available for students in grades 6-8.

The following criteria will be used to determine eligibility:

- OLSAT test
- AIMSWeb reading and math scores
- GPA: The grade point average calculation from the previous year will consist of core classes only. Specials (music, PE, etc) will not be used when determining eligibility for the Honors curriculum.
- IAR scores: Reading and Math
- Teacher recommendation

Students must qualify yearly for participation in the Honors classes, and the top scoring students will be selected each year. Participation one year does not guarantee participation in succeeding years. Notification of selection will be provided to all participants. Students must maintain a minimum 2.85 GPA to remain in honor's classes.

## CHARACTER EDUCATION

The Whiteside Elementary School faculty and staff teach, model, and reinforce the good character traits we expect from our students! We also reward our students with positive incentives throughout the school year. Monthly lessons remind students of the Whiteside School Expectations: **(The 3 B's) Be Kind, Be Well, and Be Strong!** The recognition of Star Students is done at the beginning of each month by the principals. Students that have gone above and beyond displaying good character can be nominated by their teacher for additional school-wide recognitions

Check In/Check Out (CICO) is a research-based behavior intervention for students who have been making poor choices and have been written-up for behavior by teachers and staff in a relatively short period of time. These students are referred by the principal to be placed into CICO until they show good behavior. Parents are notified by phone call or letter home and the student is given a personal CICO coach. Students check in with their coach at the beginning of the day and check out with their coach at the end of the day. The student will carry a daily progress report (DPR) and will earn points for good choices. Data will be the key component in determining the success of the student.

## STUDENT ASSISTANCE PROGRAM

This program consists of a team of school professionals who provide creative supports for students. Referrals include students who may be struggling in the areas of behavior, academics, health, or attendance. The goal of the team is to help students have a successful, productive school year. For more information, contact a school social worker.

## ENGLISH LANGUAGE LEARNERS

Students with limited English-speaking ability may be eligible for participation in the English as a Second Language (ESL) program.

## GRADES

Grades are issued on a quarterly basis. Parents are encouraged to check grades on Skyward Family Access. Designated letter grades are used. The grading symbols for each grade level (1st - 8th grades) are as follows:

<b>A</b>	90 - 100%	= 4 pts
<b>B</b>	80 - 89%	= 3 pts
<b>C</b>	70 - 79%	= 3 pts
<b>D</b>	60 - 69%	= 1 pts
<b>F</b>	59% & below	= 0 pts

## Kindergarten

Satisfactory = 85 – 100%    Progressing = 75 – 84%    Needs Improvement = 70 - 74%  
Unsatisfactory = 69% and below

GPA is calculated on a 4-point scale. End of year GPA is calculated by averaging points earned in core curricular classes each quarter.

## RETENTION PRACTICE

Whenever a child is being considered for retention, the application of Illinois School Law **"105 ILCS 5/10-20.9a Final Grade: Promotion"** will be followed. This law states that a student must be able to **"meet local goals and objectives and can perform at the expected grade level prior to promotion."** In order to comply with this law, the following guidelines will be used for retention decisions:

1. A written warning of possible retention will be sent to the parents in February.
2. **Attendance** - A student with 25 or more absences may be retained regardless of the grades reported.
3. **Grades** - A final grade for each subject will be determined by averaging the quarter grades received at Whiteside during the current academic year. Note: The average will not be rounded up.
4. For Elementary students (including Kindergarten), promotion will be based on proficiency in Reading and Math. For grades 5-8, a student must attain an overall GPA of **"D" (1.0 average)** or above in the subjects of Literature, Composition, Math, Science, and Social Studies to be considered for promotion.
5. **Students in the 8<sup>th</sup> grade who are not promoted will not participate in the scheduled graduation ceremony or the special events related to graduation.**
6. New students must be enrolled six weeks prior to the end of school, have transfer grades from an accredited school, and meet Whiteside's graduation requirements in order to be eligible for promotion.
7. The final decision regarding retention will be made by the administration.
8. Students in attendance on the last day of school will receive their report card at dismissal time. Students not in attendance on the last day may pick up their report card the next work business day.

#### **MIDDLE SCHOOL HONOR ROLL**

"B" average (3.0) in core classes

#### **MIDDLE SCHOOL HIGH HONORS**

"A" average (3.5) in core classes

#### **NATIONAL JUNIOR HONOR SOCIETY**

NJHS is a program available for 7<sup>th</sup>-8<sup>th</sup> grade students who meet the requirements. Students must have a minimum 3.5 GPA to be considered for admission to NJHS. Members must maintain a minimum 3.5 GPA. NJHS induction first occurs at the end of a student's 7<sup>th</sup> grade year.

#### **ELIGIBILITY STANDARDS EXTRA-CURRICULAR ACTIVITIES**

Participation and/or attendance of extra-curricular activities is a privilege. Students who receive an office referral will not be permitted to participate and/or attend the practice, game or other special event on that given day.

Students who have more than one F in any class are ineligible to try out and maintain participation. Eligibility to participate in extracurricular activities will be checked every Monday. If the student has an F in more than one class, the student will be placed on probation, and not allowed to participate in practices or games. Students will have a one week period to improve their grades. If a student has more than one F a second time during a season, the student will become ineligible for the remainder of that season.

A student who is suspended during the season will be removed from the activity. A student who has been suspended two times during a school year will not be eligible to participate in extracurricular activities for the remainder of the school year.

All fees must be paid in full in order to try out and participate.

## **SPORTS TRYOUTS**

In addition to the above requirements, students must have a current physical (less than one year old) and sports packet submitted to the office prior to tryouts. See sports packet for designated deadlines.

## **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Students must have no more than one F in any class and no outstanding fees in order to attend activities. Students must attend at least one half day of school to participate in any after school activities. Students are expected to obey teachers and staff members who are present at school activities and events both home and away. Students who exhibit unacceptable conduct will be subject to disciplinary action.

## **GENERAL RULES FOR ADULTS AND STUDENTS WHEN ATTENDING EXTRACURRICULAR ACTIVITIES**

- An adult must accompany kindergarten through fourth-grade students.
- For home and away games, students must be picked up within a reasonable time after the game is over. If a problem exists, the student's attendance status for future extracurricular activities will be discussed with the parent.
- Students may not open the outside doors to admit other persons.
- Students must remain seated until half time or until the end of the game or activity.
- Students must stay off the court area at all times.
- NO OBJECTS MAY BE THROWN.
- NO STOMPING, RUNNING, OR JUMPING ON THE BLEACHERS.
- NO PLAYING IN THE MULTIPURPOSE ROOMS, CLASSROOMS, HALLWAYS OR ON THE PARKING AREAS
- Caps and other headgear are not to be worn in the school building
- Appropriate behavior is expected at all activities. Students who display poor sportsmanship or other inappropriate behavior will be subject to disciplinary action and will be prohibited from attending future events. Adults who display poor sportsmanship or inappropriate behavior will be banned from attending future events.

## **CAFETERIA**

### **COST OF MEALS**

Breakfast \$1.45; Lunch \$2.55; Milk \$.60

Reduced Price: Breakfast \$0.30; Lunch \$0.40

*Please remember that prices are subject to change.*

### **BREAKFAST PROGRAM**

The school offers a daily breakfast program. Breakfast will be served from 8:00am to 8:15am. Students riding a school bus will be permitted breakfast upon arrival at school. Walkers or car-riders must be at breakfast by 8:15 in order to be served. Students who arrive at school after 8:15am will not be served breakfast.

### **LUNCH PROGRAM**

The school offers hot lunches daily. Lunch is catered from Belleville School District No. 118. Menus are available on the Whiteside website.

### **FOOD SERVICE ACCOUNT**

For those paying by cash or check, money may be placed on a student's food service account through the school office. Please use the RevTrak feature on Skyward to pay by credit card. Your child's account balance may be accessed through Skyward.

### **CAFETERIA CONDUCT**

When in the cafeteria, students are to display good manners while eating and while in line. Students are to follow the instructions of the cafeteria supervisors. Failure to behave in an appropriate manner will result in suspension of lunchroom privileges:

1. Eat only your own food.
2. Keep the table and floor clean at all times.
3. Used food trays, forks, straws, wrappers, and so forth must be deposited in the appropriate refuse containers or stacked for recycling.
4. Students throwing food will be subject to disciplinary action.
5. Talking should not exceed the level of quiet conversation. Screaming, shouting, or yelling is not acceptable.
6. Students are to remain seated until dismissed by a supervisor.
7. Food may not be taken out of the cafeteria.
8. Energy drinks are not to be consumed at school.

### **TRANSPORTATION INFORMATION**

Car riders should be dropped off and picked up on curbside only. If parking, designated spots should be used. Students and visitors should use designated crosswalks. Cell Phones may not be used in the school zone, including the parking lots.

Any changes for after-school transportation must be made prior to 2:00pm.

Students who move out of the district during the school year are no longer eligible to ride school transportation, even if they continue to attend Whiteside. Transportation is the sole responsibility of the parent/guardian.

### **BUS CONDUCT**

Please remember that riding the bus is a privilege that may be taken away for disruptive or unsafe behavior.

- Students are expected to listen to the directives of the bus driver.
- Students must board the bus at the designated location and may not go to another stop to catch the bus.
- Students are expected to exhibit good behavior while waiting at the bus stop and while riding the bus.
- Students must stay a safe distance back from the curb and stay off of private property while waiting for the bus.
- Students on the bus should sit quietly, facing the front of the bus. Books and musical instruments should be placed on laps or on the floor, but not in the aisle.
- Students must never leave their seats while the bus is in motion nor may they switch seats when the bus is picking up or dropping off passengers.
- Older students are expected to set a good example for the younger students and look after their safety.
- Students may not switch from one bus to another without the approval of an administrator.
- Students may not put hands, head or arms out of the bus windows.

### **WHITESIDE SCHOOL EXTENDED SCHOOL PROGRAM**

Whiteside School's Extended School Program (ESP) offers before and after school child care at the elementary school for students in kindergarten through fifth grade. ESP activities include homework assistance, games, crafts, and recreational time.

- The program begins at 6:45 a.m. and ends at 6:00 p.m. on school days.
- ESP is not available on days when school is not in session, including holidays and snow days. The program will operate on early dismissal days.

For additional information and an application, please contact the school office.

## **MANDATED NOTICES**

### **ABUSED AND NEGLECTED CHILD REPORTING ACT**

1. Administrators in schools and childcare facilities are prohibited from modifying a child abuse report or restraining staff from making such a report.
2. Department of Children and Family Services (DCFS) is required to distribute child abuse and neglect reporting information to schools. It also requires DCFS to cooperate with the State Superintendent of Education in preparing and disseminating information on child sexual abuse to all public and private schools. All materials, which feature the Child Abuse Hotline number, must also carry a warning that knowing transmission of a false report is a Class B misdemeanor.
3. DCFS is authorized to make a preliminary investigation and determination of a report and to proceed with a full investigation only if there is a good faith indication of potential child abuse or neglect.

Warning signs of abuse may be physical and/or behavioral. See the DCFS publication *Signs and Symptoms of Child Abuse and Neglect* provided at registration or visit the district website. In an effort to always keep our students safe, we are sharing with you the warning signs of a child being abused on this link, <https://dcfs.illinois.gov/safe-kids/prevention/howtotell/tips-for-recognizing-child-abuse.html>

If you would need assistance, a referral or resource information, find additional information located on the Division of Child and Family Services website, <https://www2.illinois.gov/dcfs/safekids/Pages/default.aspx> under Safe Kids tab.

### **DISCIPLINE COMMITTEE**

Per S.B. 730, each School District in Illinois must establish a Parent-Teacher Advisory Committee to create guidelines for discipline procedures regulating the behavior of the District's students. The Discipline Committee meets annually to fulfill this requirement.

One of the most important aspects of the School District's discipline policies is the due process procedure afforded the student who may have violated one of the discipline policies. Please review these discipline policies and contact the school if there are any questions.

**MISSING CHILDREN'S ACT** (Ill. Rev. Stat., 1985, Ch. 23, Sec. 2271 et seq.) requires that:

1. Upon enrollment of a student for the first time in a particular elementary or secondary school, the school must notify the person enrolling the student that **WITHIN 30 DAYS HE MUST PROVIDE EITHER A COPY OF THE STUDENT'S BIRTH CERTIFICATE OR OTHER RELIABLE PROOF**, as determined by the Dept. of State Police, of the student's identity and age or an affidavit explaining the inability to produce a copy of the birth certificate;
2. Upon notification by the Dept. of State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of that child and immediately report any request concerning the flagged

record or any knowledge as to the whereabouts of the missing child to the local law enforcement authorities;

3. The school must notify the local law enforcement agency of the failure of a person enrolling a student to comply with the subsection, and must notify the person enrolling the student that unless he complies within 10 days the case shall be referred to the local law enforcement authority for investigation;
4. The school shall also report to the local law enforcement authority any affidavit received pursuant to the subsection, which appears inaccurate or suspicious in form or content or which has been falsified.

#### **TITLE IX - NOTIFICATION STATEMENT**

It is the policy of Whiteside School District No. 115 not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Superintendent of Whiteside School, Title IX Coordinator, 111 Warrior Way, Belleville, Illinois 62221 (Phone 239-0000), or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

#### **STUDENT TEACHING VIDEO REQUIREMENT**

All student teachers must complete a Teacher Performance Assessment which includes video of their instruction and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. Students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. **Parents who do not want their children recorded or their children's work samples scanned should contact the principal in writing annually stating so.**

#### **STUDENT RECORDS NOTIFICATION STATEMENT**

The Superintendent is the official records custodian of Whiteside School District 115.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules provided by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcripts, attendance records, accident reports and health records, and records of release of permanent record information. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2 (e);50-4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence and aptitude test scores, psychological and personality evaluations, extracurricular information, honors and awards, teacher anecdotal records and conference reports, disciplinary information, verified information from outside people and organizations, medical records, records release information, and special education records.

#### **NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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



1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible students may ask Whiteside School District to amend a record that they believe is inaccurate or misleading. They should write to the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contacted to perform a special task (such as an attorney, auditor, medical consultant, collection agent or therapist).

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

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in

writing, within two weeks of receipt of this handbook, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, grade, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and rewards received, and the most recent previous educational agency or institution attended.

Non-custodial parents have a right to access student records in the absence of a court order to the contrary. A divorce decree, a notarized copy of the decree, or a court order by a judge with the court seal is appropriate and most typical of court orders. A lawyer's letter is not sufficient.

### **GIVING INFORMATION ON THE TELEPHONE**

1. In general, student record information is never given on the telephone.
2. An exception may be made if the information is in connection with the application for or receipt of financial aid by the student, and the person giving the information is reasonably sure that the person has a legal right to that information.
3. The divulgence of such information by telephone must be recorded in the Record of Access kept with the student's records.

### **NOTICE OF DISABILITY ACCOMMODATION AT PARENT CONFERENCES, SCHOOL PROGRAMS, AND BOARD MEETINGS**

In accordance with the Americans with Disabilities Act, parents needing accommodations or auxiliary aids in order to participate in parent conferences, school programs, and board meetings should contact the school administration at least 24 hours in advance.

### **NONDISCRIMINATION**

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 superintendent.

### **ASBESTOS**

The U.S. Environmental Protection Agency (U.S.E.P.A.) has regulations regarding asbestos-containing materials in school buildings. These regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate response actions.

Whiteside School is inspected every three years in compliance with these regulations and maintains a site specific asbestos management plan that was developed, approved by the Illinois Department of Public Health, and implemented. This plan describes in great detail how any asbestos exposures will be minimized. The inspection report and management plan are available for review during regular office hours.

### **SAFETY DRILLS**

Whiteside School has developed an Emergency Response Plan to address possible school crises. Throughout the year, children and staff will participate in drills for fire, tornado, intruder/active shooter, and bus evacuations.

## **BUILDING SECURITY**

For the security of our students, everyone except students must register at the appropriate principal's office. A visitor's pass will be issued, and must be worn in a visible manner at all times, while in the school. (This does not apply to evening activities.)

All exterior doors will be locked so that entrance may not be gained from the outside after 8:30 am. Visitors must buzz-in and report to the school office upon entry.

## **VIDEO SURVEILLANCE**

Playgrounds, parking lots, and hallways are under 24-hour video surveillance. Video and audio cameras are on school buses.

## **PESTICIDE REGISTRY**

Pesticides are used sparingly and usually applied after school on Fridays or during breaks. Whiteside's director of maintenance maintains certification in pest management. In accordance with State law, Whiteside School District 115 has established a registry of people who wish to be notified in advance when pesticides are to be used. To be included in this registry, please send a signed, written request including the address to which the notice should be mailed. Submit this request to the District Superintendent.

## **MEDICAL INFORMATION**

### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Students must provide proof of required physicals and immunizations before attending school. Students who transfer to Whiteside from out-of-state will have 30 days to complete these requirements. All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Enrolling into preschool or early childhood.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

### **EYE EXAMINATION**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **DENTAL EXAMINATION**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the

student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **EXEMPTIONS**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **HEARING AND VISION SCREENING**

The District will provide the required annual hearing screening for students in preschool through third grades. The District will provide the required vision screening for students in preschool, kindergarten, second, and eighth grades. Annual screenings for hearing and vision are required for students receiving special education services. Both screenings are also required for any student who transfers to Whiteside, regardless of grade level.

## **MEDICATION POLICY**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Parents are urged to give all medications at home when possible. If your child must be given a prescription or non-prescription medicine at school, the parent(s) must complete the following steps:

1. A written order for either prescription or non-prescription medication must be signed by the doctor or dentist and delivered to school. A specific self-medication form for asthma medication and epinephrine must be filled out and signed by the doctor. These are the only 2 medications that a student may administer themselves outside the nurse's office.
2. The parent must complete a request to give the medicine to their child.
3. Prescription medication must be in a container labeled by a pharmacist with the child's name, medication's name, dosage and directions on the label.
4. Non-prescription medicine must be brought in the original package with the ingredients listed and the child's name on it.

5. Use of inhalers requires a spaced tube or device. Please put both of these in a bag with the child's name on each item and the bag.

The parents are asked to bring the medication and forms to school. The parents should pick up any unused medicine at the end of treatment. Medication not picked up after treatment will be discarded.

### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel

### **EMERGENCY HEALTH PROCEDURES**

A Medical and Emergency Information form must be completed upon enrollment each year (one per child). Be certain that your child reports any illness or accident to his/her teacher or an adult supervisor. The school nurse will be notified to care for your child.

If further treatment is needed, the parent or person listed on the medical and emergency information form will be notified. If no one listed on the emergency form is available, the decision for care will be made in the best interest of the child. The local emergency medical system (911) will be called if the child needs to be taken to the hospital immediately. Student accident insurance is provided by the district for any school-related injuries.

Please let the school know of any changes in your phone numbers or other emergency and health information. **IT IS EXTREMELY IMPORTANT THAT WE ALWAYS HAVE AT LEAST TWO WORKING EMERGENCY NUMBERS. HOSPITALS CAN REFUSE CARE AWAITING PARENTAL APPROVAL.**

### **ACCIDENTS**

Please report to the school's nurse or principal within 24 hours any accidents or injuries received while taking part in the school program or going to or from school. Please give details regarding the accident and include names of any witnesses.

### **ILLNESSES AND SCHOOL ATTENDANCE**

If your child has a fever, please keep him/her at home. Your child should also stay at home when he/she has:

- Fever
- Vomiting
- Diarrhea
- Unexplained Rash
- Continuous coughing or sneezing
- Any other contagious condition

He/she may return to school once:

- Fever free for 24 hours without medication
- Free of vomiting and/or diarrhea for 24 hours

- The type rash is known and a doctor's note releases the child to return to school.
- Any contagious condition is treated, if needed and the doctor approves return to school.
- The child feels better and is able to participate in all aspects of the school day.

Please notify the school's nurse when your child has a contagious condition such as strep throat, chickenpox, or pink eye.

## **HEAD LICE**

Please notify the school's nurse if your child or family has head lice. Head lice can be distressing, but can occur in the cleanest families. Lice must be treated and your child must be nit free and checked by the school nurse before returning to class. Remind your child not to share combs, brushes, and clothing or head wear such as caps or helmets.

## **ADMINISTRATIVE POLICY**

On the following pages you will find an explanation of administrative policy regarding prohibited school conduct and the range of disciplinary actions. Teachers will establish rules for the classroom and will take appropriate disciplinary action when needed.

The teachers of Whiteside District #115 are encouraged to contact parents, or send a note home in the agenda when there are issues regarding classroom behavior. Most disciplinary infractions are handled by the classroom teachers. Exceptions to this would be behavior which causes a disruption to the school environment and/or threatens the safety of students and staff.

## **EXPECTATIONS**

In all matters relating to the discipline and conduct of the schools and the school children, administrators, teachers, and any other employees who provide an education-related service to students stand in the relation of parents and guardians to the pupils. This relationship extends to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.

Student rights and responsibilities include:

1. The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn in school.
2. The right to a quality education; the responsibility to put forth their best effort during the educational process.
3. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.

Teachers and any other school personnel are authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension. Teachers and other school personnel (whether or not certificated) may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and Building Principals may suspend students from school and/or school bus for up to 10 consecutive school days for behavior which causes a disruption to

the school environment and/or threatens the safety of students and staff. The School Board may impose additional consequences beyond 10 days of suspension.

## PROHIBITED STUDENT CONDUCT

No code can be expected to list each and every offense which may occur and thus result in disciplinary action. However, students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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 prescribed or over-the-counter medications shall not be possessed by students excluding approved self-administered inhalers and auto-injectors.
  - f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - g. "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.
  - h. 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.
  - i. 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, smartphones, smartwatches, and other electronic devices must be kept powered-off and out-of-sight during the regular school day.
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, or otherwise providing fraudulent information
10. Engaging in fighting, 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. Possessing obscene material and using obscene language or gestures.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent or tardy without a valid excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia, showing gang signs, soliciting membership, or intimidating others.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.



21. 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.
22. 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.
23. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
24. Dispensing any aerosol or pump sprays of any kind in the building.

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

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

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

## **BULLYING**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

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

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

### **SEXUAL HARASSMENT PROHIBITED**

Sexual harassment of students is prohibited. As part of the educational program, students at all grade levels receive age-appropriate instruction intended to lead to the students' understanding of sexual abuse and harassment. Examples of sexual harassment include but are not limited to unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with an administrator. The Superintendent serves as the Nondiscrimination Coordinator and Complaint Manager.

Once the student has made a complaint to an administrator, the Nondiscrimination Coordinator will follow the Uniform Grievance Procedure. The student's parent(s)/guardian(s) will be notified that they may attend any investigative meetings in

which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress. The student's oral or written statements will be kept confidential, except the Superintendent will be kept informed of the investigation's progress. District personnel must comply with the child abuse reporting laws.

Any employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the disciplinary policy. Any student making a knowingly false accusation regarding sexual harassment will likewise be subject to suspension and expulsion.

### **HAZING PROHIBITED**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions: (1) Removal from the extra-curricular activities, (2) Conference with parent/guardian, (3) Referral to appropriate law enforcement agency.

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to suspension for up to 10 days or expulsion for the remainder of the school term.

### **WEAPONS PROHIBITED**

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. 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.

### **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.

### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

### **DISCIPLINARY MEASURES**

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

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

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

and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **AFTER-SCHOOL DETENTION – MIDDLE SCHOOL**

The student's parents/guardians will be notified when an after-school detention is assigned as a behavior consequence. After-school detentions conclude at 4:00pm.

### **ALTERNATIVE LEARNING CLASSROOM (ALC)**

Students may be assigned time in an alternative classroom setting for reasons including, but not limited to in-school suspensions, detentions, and work completion.

### **SUSPENSION**

According to state and federal law, the superintendent or designee shall be authorized to suspend a student from school for a period of up to ten (10) days for gross disobedience or misconduct that compromises the safety of students and/or staff or disrupts the school environment according to the following conditions:

1. The Administrator shall inform the student of the suspension, citing the reasons, and grant the student the opportunity to present his/her side of the matter.
2. The Administrator shall notify the parent or guardian of the suspension.
3. Such notice shall state the reasons for the suspension and shall reference the parents' right to a hearing to review the matter.
4. The Administrator shall provide the Board with a copy of all pertinent information.
5. If the parent(s) requests it, a hearing shall be held before the Board or a hearing officer appointed by the Board to review the action.
6. If a hearing is held before a hearing officer, such officer shall provide the Board with a written report of the evidence. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
7. In cases where a hearing is held, the Board shall take whatever action it deems appropriate in the matter. Final action shall be taken in public session.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours and at any other time when school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function or event; or
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes and education function.

### **EXPULSION**

According to state and federal law, the Board of Education shall be authorized to expel a student from school or to suspend a student from school for a period of over ten (10) days according to the following conditions:

1. The Board or its designee shall notify the parent(s) or guardian of the proposed expulsion and of the impending hearing by registered or certified mail.
2. Such notice shall reference the reasons for the expulsion, the time and place of the hearing, and the parents' right to appear and present evidence to refute the charges.
3. The Board shall hold a hearing or shall appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specific time and place.

4. The only person allowed at the hearing shall be the parties, their representatives, their witnesses and a representative from the Department of Mental Health and Developmental Disabilities, if appropriate.
5. In cases where a hearing officer is used, the hearing officer shall provide the Board with a written summary of the hearing.
6. The Board shall discuss and reach consensus on the matter in executive session.
7. Final action by the Board shall be taken in public session.
8. The Board or designee shall notify the parent(s) in writing of the action taken by the Board.
9. The District shall expel a student only in cases of extreme or repeated misconduct or disobedience. Gross disobedience or misconduct providing just cause for expulsion shall include:
  - Repeated, willful disobedience of reasonable directives from members of the staff or administration.
  - Repeated or extreme instances of possession or use of drugs or alcohol, inhalants, or other illegal substances, which may cause adverse physical effects.
  - Willful serious injury to a staff member or another student.
  - Repeated threats of injury to staff members or other students.
  - Willful and/or repeated severe destruction or defacement of the school building or other school property.
  - Willful and repeated use of profanity and/or verbal threats in the presence of staff members or other students.
  - Possession and/or use of a dangerous weapon.
  - Such other serious behavior as the Board deems seriously undermines the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school.

## **BEHAVIORAL INTERVENTIONS**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

## **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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.

## **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used.

## **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.

## **ILLEGAL ACTIVITY WILL BE REPORTED TO THE PROPER AUTHORITY.**

*Notices, procedures, and policies outlined in this handbook may be amended as deemed necessary by the Board of Education. Amendments to this handbook will be distributed via Skyward and posted on the District's website. Hardcopies may be requested from the school office.*