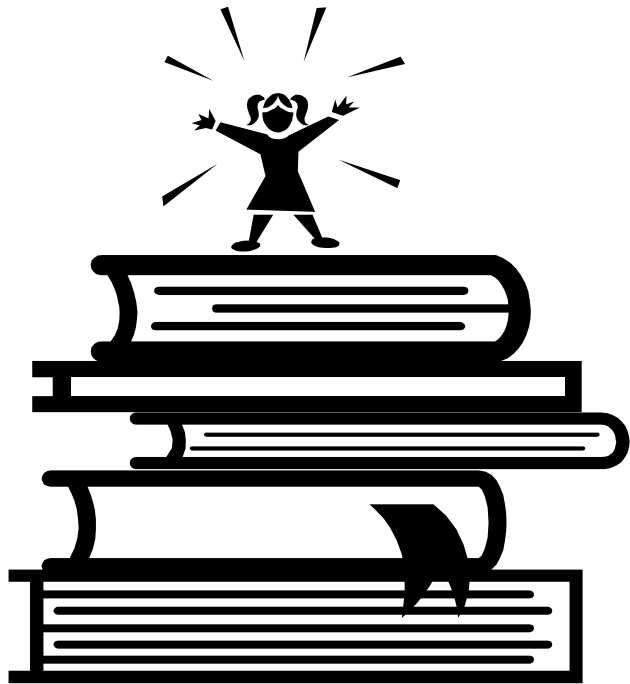


The GILES and LEIGH SCHOOLS of
NORRIDGE SCHOOL DISTRICT 80

STUDENT-PARENT HANDBOOK 2009-2010



Developing Tomorrow's Leaders

Board of Education

Mrs. Julie McCormack, President
Mr. David Krueger, Vice President
Mr. David Disselhorst, Secretary
Mr. Jeffrey Crivlare Mrs. Elisa Maloberti
Mrs. Angela D'Alessandro Mr. Charles Stec

The Board of Education is responsible for establishing the policies of the school district and for guiding the school administration that directs the operation of the schools. The Board meets at 7:00 p.m. on the third Tuesday of each month, except December, when the meeting is held on the second Tuesday of the month. The meetings are held in the Board of Education Room at the District office, at Leigh School.

The District's Mission

The mission of Norridge School District 80 is to provide quality education in a nurturing environment and to develop students who are competent, confident, and responsible in meeting the challenges of a changing world.

* * * * *

THIS HANDBOOK IS PROVIDED TO STUDENTS AND THEIR FAMILIES TO ACQUAINT EVERYONE WITH THE PROCEDURES, RULES, REGULATIONS, AND OTHER RELEVANT INFORMATION THAT MIGHT BE USEFUL FOR THE ORDERLY MANAGEMENT AND FUNCTIONING OF THE SCHOOLS.

THE INFORMATION PROVIDED IN THIS HANDBOOK IS NOT ALL-INCLUSIVE, NOR IS IT AN IRREVOCABLE COMMITMENT BETWEEN THE SCHOOLS AND STUDENTS. RATHER, THIS HANDBOOK REFLECTS THE CURRENT STATUS OF THE RULES, REGULATIONS, AND PROCEDURES AS CURRENTLY PRACTICED, AND THEY ARE SUBJECT TO CHANGE. PRINCIPALS MAY ADD OR MODIFY RULES AND REGULATIONS AS CONDITIONS DICTATE. COMMENTS CONCERNING THIS HANDBOOK SHOULD BE DIRECTED TO THE SUPERINTENDENT IN WRITING.

* * * * *

NORRIDGE SCHOOL DISTRICT 80

Dr. Susan Haddick, Superintendent

8151 W. Lawrence Avenue

Norridge Illinois 60706

708/583-2068

Web address: www.norridge80.org

James Giles School

Mr. Leiby, Asst Supt/Prin

4251 N. Oriole Avenue

Norridge, IL 60706

708/453-4847

Fax: 708/456-0798

John V. Leigh School

Mrs. Dunne, Principal

8151 W. Lawrence

Norridge, IL 60706

708/456-8848

Fax: 708/583-2053

TO ALL STUDENTS AND PARENTS

The Board of Education, teachers, support staff and administration are extremely proud of your school district. We believe that a strong, comprehensive academic program greatly assists students in meeting the challenges of the future and the demands of the 21st Century. We also believe that responsible, loyal citizenship and a well-defined work ethic by students will contribute significantly to their success. To that end, this handbook is offered for direction and guidance. We ask for parent/guardian support in its application.

We know that research on student achievement indicates that student success in school is greatly enhanced by active, supportive parent involvement. We encourage parents/guardians to become involved in matters related to their child's growth and development. We look forward to working with you.

Mrs. Dunne

Principal

John V. Leigh School

Mr. Leiby

Assistant Superintendent/Principal

James Giles School

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Residency

Only students who live with their custodial parent(s)/legal guardians within the boundaries of the school district may attend its schools. Parents/guardians will be asked to sign an affidavit verifying they reside legally within the school district. Further information may be required and an investigation may be conducted by the school district to determine the residency of any student, before or after enrollment.

The Board of Education, at its sole discretion, may allow students residing outside the school district to attend Giles or Leigh School by paying a tuition fee established by Illinois law. Such requests should be directed to the Superintendent.

School Hours

The school day for both Giles and Leigh schools is as follows:

- | | |
|--------------|--|
| 8:40 a.m. | Warning bell rings and students are admitted into the buildings to proceed directly to the classrooms. |
| 8:45 a.m. | The tardy bell rings. Students coming in the building after 8:45 a.m. must report to the office. |
| 8:48 a.m. | Last bell rings, indicating students are seated in classrooms and are prepared for the morning's work. |
| 10:30 a.m. | Morning recess for grades 1-3 |
| 10:45 a.m. | Morning recess for Kindergarten |
| 11:43 a.m. - | Lunch hour |
| 12:23 p.m. | |
| 12:25 p.m. | Last bell rings, indicating students are seated in classrooms and are prepared for the afternoon's work. |
| 3:15 p.m. | Dismissal of students for the day. |

Attendance

When a student is to be absent from school, parents/guardians should report the absence (and the reason for the absence) by phone to the school office, or in person, prior to 9:00 a.m., or prior to 12:40 p.m., if the student is not going to return after lunch. If a call is not received, an attempt will be made to contact and inform parents/guardians that their child has not reported for school. Each school does have voice mail so parents are encouraged to call and leave a message whenever they find out their child will not be in school.

The numbers to call for reporting absences are:

James Giles School	453-4847
John V. Leigh School	456-8848

Students returning from an absence are not required to have a note of explanation signed by a parent/guardian unless there has been no phone contact with the parent/guardian. A note of explanation, however, can be requested at any time by school officials. Students who are absent frequently may be asked to provide an explanation for absences, including a note from a physician.

Students who have been absent due to an infectious disease or condition (e.g. measles, chicken pox, scarlet fever, mumps, lice, etc.) may be required to obtain a statement from a physician attesting to the fact that the illness or condition has subsided and will not endanger others. Students with lice must be nit free to return to school.

Excessive absences may endanger a child's promotion to the next grade. Parents who anticipate their child's absence will extend at least two weeks should contact the principal to determine if home/hospital instruction is available.

Tardiness

Students who arrive at school after classes have begun are to report directly to the school office to sign in. An explanation for tardiness will be expected.

Students should be in their seats ready for class when the tardy bell rings. Students who enter class after the tardy bell rings will be considered tardy and may receive disciplinary action.

Students may be assigned an after-school detention for tardiness. Generally, a detention will be assigned after a third tardy during a grading period, but may be assigned after any time students are tardy.

Make-up Work after an Absence

AFTER 3:15 P.M. PICK-UP ONLY

Students are responsible for work missed whether the reason is excused or unexcused. Students should contact their teachers and arrange to complete the work missed. A reasonable time limit for make-up work will be granted, depending on the circumstances. Generally, one day will be given for each day of excused absence. Failure to make up assignments will result in no credit and may jeopardize the student's promotion or graduation.

Early Dismissal

All requests to leave the building while school is in session must be cleared through the principal's office. Leaving school or class without permission is classified as truancy.

Students who become ill at school during the day should notify their teacher and then report to the school nurse or office. If it is necessary to send the student home, the nurse or office will attempt to contact the parent or guardian and obtain permission

to release the child. **THE SCHOOLS DO NOT HAVE THE FACILITIES TO CARE FOR ILL STUDENTS FOR AN EXTENDED PERIOD OF TIME.** Parents are expected to pick up students promptly when they are ill. Doing so also reduces the spread of disease to other students. Students sent home due to fever may not return to school until their temperature has been in the normal range for 24 hours without the use of fever reducing medicine, such as Motrin or Tylenol.

If a child must leave school during the day for a medical appointment, etc., the office should be notified (by phone or note) of the early dismissal request prior to 9:15 a.m. of that day. When picking up a student during the day, parents/guardians are asked to come to the school office and "sign out" their child. School officials are not to release students early an authorized adult has signed them out in the office.

Students will not generally be dismissed for dance lessons, music lessons, baby-sitting, hair appointments, or other activities that are not a part of the school program.

Early Morning Inclement Weather

In very severe weather, the schools may close. The announcement of a closing will be made over major radio and television stations (720 and 780).

It is the practice of the school district to remain open whenever possible. If the schools remain open, parents/guardians may decide whether to send their child to school under existing conditions. Whether to have indoor or outdoor recess will be at the discretion of the principal.

Daytime Emergencies

In the event the schools must close during the school day due to an emergency power outage, loss of water, weather related emergencies, etc., area radio and television stations will be contacted to broadcast the emergency school closing. Also, attempts will be made to notify the parents of all kindergarten through fifth grade children. Unless otherwise notified by parents/guardians, it will be assumed by school officials that junior high students can be expected to report home or to another child care provider under such emergency situations. **IT IS VERY IMPORTANT THAT PARENTS/GUARDIANS INFORM SCHOOL OFFICIALS OF HOW THEY MAY BE CONTACTED IN THE EVENT OF AN EMERGENCY.**

It is equally important that children have a neighbor or friend they can contact in the event an emergency arises and their parents/ guardians are not at home. Parents/guardians should make certain that children:

1. Have access to a key and can enter their home with a key;
2. Can report to the home of a relative, neighbor, or friend if they cannot go home;
3. Know where and how to contact their parents/guardians during the day, etc.

The **Evacuation Drill** is used in case of fire or other occurrences that make it necessary to leave the building. If a building must be evacuated and students are not to return to the buildings, they will be taken to these designated shelter or assembly areas:

Giles School to Ridgewood H.S.
Leigh School to Ridgewood H.S.

Children of Working Parents

Due to an increasing number of working parents, many children are returning home after school with no adult present. The following suggestions are presented for consideration:

1. Inform your child's teacher of the situation.
2. Make sure school officials have at least two phone numbers where someone can be contacted in the event of an emergency.
3. Place a note on your refrigerator with the names and phone numbers of people your child can call in the event of an emergency, as well as the phone number for the fire and police departments.
4. Be sure your child knows who should and should not be allowed to enter your home.

Change of Address or Phone Information

It is important for school officials to be able to contact parents/guardians so it is an important responsibility of parents/guardians to report any change of address or phone number to the school office. Parent/guardian pager, cell phone, fax numbers, and e-mail addresses are also helpful to provide to the school office so school officials may contact parents in emergency situations.

Custody Agreements

In order to protect students and to avoid any misunderstandings and embarrassments, it is imperative that school officials be kept informed of any change in child custody agreements. **A certified court order, signed and dated by the court, should be provided to school officials to be kept on file. Without such a document, school officials will assume both parents have (equal) legal custody of their children.**

Prearranged Absences and Vacations

If it becomes necessary for students to miss school due to a family vacation, etc., parents/guardians should notify the school prior to the absence. Students are responsible for satisfactorily completing all work missed during absences.

Religious Observations

Students will be excused from school for recognized religious observations. Parents/guardians are requested to notify the school office when absences for such observances are anticipated.

PHOTOGRAPHS

Students of District 80 are professionally photographed each year in the fall for school records, yearbook, and for families to purchase if they wish. They are photographed again in the spring for you to purchase too.

At times, students may be photographed for the local paper for news worthy events which happen at our schools. If you do not want your child to be photographed please send a letter to the school principal to alert him/her of your wishes.

Security

The entrance doors to the schools are locked during the school day. Subject to State law, visitors (including parents, volunteers, salesmen, etc.) are expected to identify themselves, and once permitted into the building, are to report immediately to the school office, sign in, and receive a visitor's pass. **IT IS NOT PERMISSIBLE FOR VISITORS, INCLUDING PARENTS/GUARDIANS TO GO DIRECTLY TO A CLASSROOM OR OTHER AREA WITHOUT REPORTING TO THE OFFICE.** Individuals who are in the schools and who

have not followed these procedures may be subject to arrest and prosecution.

Visitors

School officials cordially invite parents/guardians of students to visit the schools at any time. School-aged children and pre-school children are not permitted to visit classes. Visits during the first two weeks of the school year may be limited to give teachers and students time to acclimate to their new class. For convenience and to avoid conflicts, appointments with faculty members should be arranged in advance. There will be no visitors permitted during student testing.

All visitors are expected to register in the office upon arrival at the school.

Before and After School Supervision

There is no adult supervision at the schools prior to 8:30 a.m., so parents/guardians should not allow children to arrive at school **more than 10 minutes** before classes begin. Adult supervision ceases at 3:30 p.m. so students should also leave the school premises immediately at the end of the day unless they have a teacher conference or are involved in a school sponsored activity.

Before and After School Day Care

The school district does not provide day care services, nor as a general rule, does the school district recommend before or after school child care providers.

The Norridge Park District operates a before school and after school child care program totally independent of the school district. This program is offered at Leigh School.

Free and Reduced-Cost Lunch

District 80 provides free lunch for children whose family income levels fall below those established by the federal government. Such levels are established annually each fall, and information and application forms are distributed at each school. In the operation of these government programs, there is no discrimination on the basis of race, color, national origin, age, sex, or handicap. The information parents provide is treated confidentially and used only to determine program eligibility.

Lunch/Milk

By maintaining local neighborhood schools, children have the opportunity and are encouraged to purchase a hot lunch/milk from the Ceres Food Group. Because of the closed campus policy, children who go home for lunch **must have a parent /guardian sign them out in the main office.** There will be no crossing guards during the lunch break. Children may bring a brown bag lunch from home; however, **fast food or commercially prepared sandwich deliveries are NOT permitted.**

Students who are unable to maintain appropriate behavior during the lunch hour may lose the privilege of eating lunch at school for an indefinite period of time. If loss of privilege results, parents/guardians will be responsible for supervising their child.

Low fat white or chocolate milk is available through Ceres Food Group to all K-5 students in the morning and to ALL students at lunch.

Health Services

Registered nurses are employed by the school district. Some of their duties are administration of first aid, medication,

care of children who become ill, readmission of children who have been absent due to illness, and conferring with children, parents, and teachers regarding health problems.

Immunizations

The State of Illinois requires all students to be immunized from various diseases. Proof of required immunization must be given to the schools prior to October 15, or students are to be excluded from school. Parents/guardians are requested to comply with this State regulation. Children entering into any school-operated program for the first time at the **kindergarten level** will be required to show proof of having received one dose of chickenpox vaccine (varicella) on or after their first birthday.

Physical/Dental/Eye Examinations

Illinois law requires all kindergarten and sixth grade students, and all transfer students to have a current physical exam on file in the school office. Proof of immunization and diabetes screening is required. A dental examination is required by the State of Illinois for students entering kindergarten, second, and sixth grade. An eye examination is also required by the State of Illinois for all kindergarten students.

Prospective athletes must also file a sports physical with the nurse before tryouts every year.

Medications

The dispensing of medications at school is discouraged in all but the most serious of conditions. Medications which are necessary for a child to take at school will be administered within the following guidelines:

1. No medication will be supplied by the school district.

2. A written authorization to dispense medication must be submitted, each school year, signed by both the licensed physician and parent/guardian. Phone numbers (a method of contact in the event of an emergency) of both are also requested.
3. Medications must be in the original container and labeled with the name of the drug, the student's name, the physician's name, the frequency of dosage, and the level of dosage.
4. Medications must be left in the nurse's office. Whenever possible, students will self-medicate under the supervision of school personnel or parent/guardian.
5. Authorization must be signed by a parent/guardian for the self-administration of an inhaler, diabetes tester, over-the-counter analgesics, etc. Note: In some situations, students may be authorized to carry their inhaler with them; however, in the case of an asthma inhaler, parents need to have the physician send a written prescription to the school, indicating the need for, and the use of the medication. Forms will be sent to the parents of children who are known to have asthma. Any student who is found to have an inhaler, or other medication on their person, who has not complied with this new law, will have the medication confiscated.
6. School officials cannot be expected to remind students to take medications at prescribed times.

The school district retains the discretion to reject requests for the administration of medication which include high risk procedures. Unauthorized medications, such as cough drops and Tylenol, in the schools shall be confiscated and will only be returned to parents/guardians after meeting with the nurse or principal.

Student Accidents/Injuries

Any accident or injury that occurs on the way to school or at school should be reported immediately to a teacher, the school office, or school nurse. An attempt will be made to report serious accidents and head injuries to parents/guardians.

It is important that parents/guardians make certain children know where they are and how to contact them during the day. It is important that children know a neighbor or friend they can contact in the event an emergency or illness arises and parents/guardians are not at home.

When immediate medical attention is necessary and parents/guardians are unavailable, children may be taken to the hospital for treatment by paramedics. Parents/guardians may give written instructions to school officials regarding any special treatment of their children in emergency situations.

Home/Hospital Program

Students who are unable to attend classes due to an extended illness or other health problems, may be eligible to have a visiting teacher available to continue the student's educational program at home or in a hospital. Parents/guardians may request these services by contacting the child's principal and requesting that a referral for a home/hospital evaluation be initiated.

Insurance

The school district, in cooperation with a reputable insurance company, provides a **mandatory** student accident insurance policy to cover injuries while participating in various school programs, including sports, recess, and any other school-sponsored and/or supervised activity. The cost to the parents/guardians is included in the annual student registration fees at a minimal charge.

The school time plan insures students during school hours and at school sponsored functions. There is a 24 hour plan available at an additional cost (see brochure).

The school district does not provide insurance for the personal property of students. This applies to band instruments, tools, machines, clothing, or anything a student possesses which is not school-owned. Students are encouraged to **leave valuable items at home.**

Textbook/Supplies Fees

Textbooks are furnished to students at a great expense to the community. An annual fee is established by the board of education to help offset the costs of supplies and materials. However, that fee falls far short of the actual costs of educating students. Special fees are also collected for home economics, industrial education, music, headphones, kindergarten mats, etc.

Parents/guardians are expected to pay student fees in a timely manner. Parents/guardians who are unable to pay fees should contact the building principal at the initial time of the fee assessment to set up a payment plan. **All fees must be paid prior to participating in some school activities, including graduation.**

Pupils transferring to another school may have fees refunded according to the following schedule:

1st quarter	50%
2nd quarter	25%
3rd quarter	none
4th quarter	none

Care of School Property

The schools and their property belong to the community so students should take pride in keeping the schools and their equipment in good condition.

Students are expected to maintain proper care of all textbooks, library books, supplies, equipment, furniture, etc., provided by the school. Parents/guardians of students who deface, damage, destroy, or lose school property will be expected to pay for lost or damaged property.

Privacy Rights – Student and Family

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Lost and Found

Lost and Found areas are located in each school. The labeling of all personal items brought to school assists in identifying lost items. Students and parents/guardians are encouraged to occasionally look through the *Lost and Found* for missing clothing, etc. Eyeglasses, jewelry, watches, and other expensive items are retained in the school offices and may be claimed there.

At the close of each school year, unclaimed, unmarked items are usually donated to area non-profit agencies.

Personal Property

Students are urged to leave money and valuable items at home. If it becomes necessary to bring money or valuable items to school, students are strongly encouraged to bring them to the office for safe-keeping. The school does not assume liability for lost or damaged items.

Unauthorized Materials/Nuisance Items

All unlawful and unsafe items (tobacco products, alcohol, drugs, weapons, etc.) are prohibited in the schools. Beepers, and other communication devices are also prohibited at all times, including after school activities.

Materials that are distracting to school programs are not permitted. Radios, CD or tape players, headsets, electronic games, laser pointers, squirt guns, toys, etc., are not permitted at school. *Students may have such items confiscated with notification to parents from school officials.*

Playground Use

The playgrounds are available to students from 8:30 a.m. until school begins. Physical education classes use the playgrounds during the school day under the direction of the physical education teacher. The playgrounds are available for student use during morning recess and during lunch time. Students are expected to leave the school grounds immediately at the end of the school day and are not permitted to play on the playground equipment at that time.

Playground rules will be discussed with students during the first week of the school year. Students using the playgrounds are expected to comply with those rules.

Recess

Students in kindergarten through third grade have a morning (outside) recess time daily, weather permitting. The principal will determine if recess will be held inside or outside. Since students will be going outside at recess and at lunch time, parents/guardians should make sure students are dressed appropriately.

If a child has been ill, parents/guardians may request that their child remain inside for a day during recess. If a child is to remain inside for a longer period of time, a doctor's statement is requested.

Students who are unable to maintain proper conduct during recess may be denied the privilege of participation.

Bicycles/Skateboards/Rollerblades

Students are not permitted to bring skateboards or rollerblades to school. Students may ride bicycles to school, but they do so at their own risk. To increase the safety of all students, students using such items should cross streets with the crossing guards when present.

For safety reasons, bicycles may not be used on the playground. Once on the school grounds, bikes should be walked to the bike racks provided.

The school district will not assume responsibility for student safety traveling to and from school. However, failure to practice good judgment and safety may result in a student's forfeiture of the privilege of bringing bicycles to school.

Extra Curricular Activities

The schools offer a variety of extra curricular activities for students. Although most activities are directed toward junior high

students, some activities are available to all students. Some of the school's activities include:

band	cheerleading
jazz band	pom poms
variety/talent show	basketball
drama (play)	softball
yearbook	volleyball
dance club	student council
Peer leaders	camera club

Parental/guardian consent is required to participate in these activities. Consent includes permission to participate and to be transported to and from activities when necessary.

Students wishing to participate in athletic events must have a current physical examination on file with the coach prior to tryouts. Student athletes must also present proof of accident insurance.

It is a privilege to participate in extra curricular activities; therefore, **students who are unable to maintain appropriate academic progress or personal conduct may be excluded from such activities.** *If a child is absent due to illness they will be unable to participate in same day/evening events.*

Assemblies

The schools and parent groups sponsor assemblies throughout the year. The assemblies are provided to entertain or inform students, and/or recognize the achievements of students.

Parents/guardians are welcome to attend most school assemblies. Parents/guardians wishing to attend an assembly should contact the school office prior to attending so seating and other arrangements can be made.

Field Trips

Field trips are a part of our educational program, and the Chicago area offers many excellent opportunities for worthwhile field trips. Parental/guardian consent is requested, in writing, prior to children being taken on a field trip. Some fees may be assessed for trips. Parents/guardians will be informed of costs prior to trips.

Parents are occasionally asked to assist as chaperones on field trips. Since not all parents can be accommodated as chaperones, some parents occasionally follow the field trip buses to be with their child. Those parents should fully understand that they will not be considered a part of the school group, nor will they be permitted to join the group on the tours. It should also be understood that any child attending the field trip with the school will remain with the school group and be transported to and from the field trip on school transportation.

Our field trip is a school day experience. It is a time of sharing with other classmates. If a parent feels uncomfortable with our field trip procedures and would prefer their child not attend, it is suggested that concerns be addressed with the teacher, in writing, and their child will be permitted to remain at school and be given an alternative educational program for the day.

Student field trips are a privilege; therefore, children who are unable to demonstrate appropriate personal conduct and responsibility may be excluded from trips. Students who are excluded will be expected to attend classes at school. Students on field trips are responsible for class work missed while participating in a field trip.

School Bus Regulations

Occasionally children will ride a school bus for such activities as field trips, athletic events, academic events, band, etc. Maintaining safety on the school bus is of great importance.

Students are expected to obey the requests and instructions of the bus driver, faculty members, and chaperones. Students should remain seated, keeping their head, arms, and all objects inside the windows. Talk should be quiet so as not to distract the driver. All other school rules and regulations will remain in effect while students are on school-sponsored trips. Students who are unable to maintain proper conduct while riding on school transportation may be excluded from participating in events which require bus transportation.

Emergency Drills

Students will be taught school safety procedures through fire drills, tornado alert drills, bus evacuation drills, etc. Each drill shall be treated as if it were an actual emergency situation. Although speed is important in such situations, of greater importance is the ability of all students to listen to directions and to proceed quickly in an orderly and safe manner.

Posters and Bulletin Boards

To insure neatness and proper care of school property, no posters or bulletins may be placed in the schools unless they are school/student-related and approved by the administration. These items should be mounted with an approved material and only in authorized areas. It is understood that all signs will be taken down after a reasonable length of time.

Telephone Use

The office telephone is a business phone and may be used by students **ONLY in cases of emergency** with the permission of office staff.

Internet - Acceptable Usage

The Board of Education's goal is to include access to the Internet in the District's instructional program including all information accessed by Internet sites, e-mail, on-line services, and bulletin board systems. The Superintendent, or designee, shall develop a plan to implement this objective, including procedures to insure that Internet use is consistent with District goals.

Individuals using the District's access to the Internet shall understand that the school district will not be responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the school district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Use of the Internet by students is a privilege. Usage is with teacher permission and guidance only. Misuse of the Internet, i.e., destroying or altering other users' files, usage of inappropriate sites, etc., is punishable under school board policy. Students and parents must sign a "User's Policy" prior to a student being allowed access to the Internet.

Internet - Authorization for Access

Individuals wishing to use the District's access to the Internet must sign an *Authorization for Internet Access* as a

condition of using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use.

This *Authorization for Internet Access* cannot attempt to state all required or prescribed 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 legal action. The signature(s) at the end of this document is legally binding and indicates the party 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. It must be consistent with the educational objectives of the District. The administration of the District shall, in its sole judgment, determine "acceptable use" when questions of acceptability occur.
2. Privileges- The use of the District's Internet access is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration of the District shall, in its sole judgment, determine whether or not a user has violated this *Authorization Agreement* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use- Individual users (and parents) are responsible for actions and activities involving the network. These include, but are not limited to the following:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b) Unauthorized downloading of software, regardless of whether it

is copyrighted or de-virused;

c) Downloading copyrighted material for other than personal use;

d) Using the network for private financial or commercial gain;

e) Wastefully using resources, such as file space;

f) Gaining unauthorized access to resources or entities;

g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;

h) Using another user's account or password;

i) Posting material authored or created by another without his/her consent;

j) Posting anonymous messages;

k) Using the network for commercial or private advertising;

l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

m) Using the network while access privileges are suspended or revoked;

4. Network Etiquette- Internet users 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 messages to others;

b) Use appropriate language. Do not swear, use vulgarities or any

other inappropriate or culturally sensitive language;

c) Do not reveal your personal address or telephone numbers or that of other students or colleagues;

d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;

e) 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 of the school district;

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 suffered by users. This includes loss of data resulting from delays, non-deliveries, missed deliveries, virus or service interruptions caused by its negligence or user error or omission. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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, or arising out of, any breach of this *Authorization*.

7. Security- Network security is a high priority. If users identify a security problem on the Internet, they are obligated to the system administrator or Building Principal. It is inappropriate to demonstrate problems or security risks to other users. Accounts and passwords are to remain confidential. Other individual's accounts are not to be used without written permission from that

individual. Attempts to log-on to the Internet as a system administrator or other individual will result in cancellation of user privileges. Any user identified as a security risk will be denied access to 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, any other network, etc. This includes, but is not limited to, the willful acceptance, sharing, or creation of computer viruses.

9. Telephone Charge- The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or lines costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Internet Safety

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

NOTE: The failure of any student or staff member to follow the terms of the *Authorization for Electronic Access* (Board Policy 6.235) will result in loss of privileges, disciplinary action, and/or appropriate legal action.

Grade Placement

First grade students must be six years of age on or before September 1 of the current school year. In general, students transferring into the district from other public or private schools will be placed in the grade recommended by the previous school. Transfer students, especially those enrolling from a home school setting, may be required to take a grade placement test to assist in proper placement. The principal will place students in a grade in which they can succeed.

Any student may be retained or promoted at the end of the school year at the discretion of the principal. In the case of retention, a conference with the student's parents/ guardians may be requested.

Homework

Homework is an integral component of all courses and usually an important component when determining grades and/or passing courses. The amount of homework a student may be required to complete varies with each student and the grade level of the student. Short, simple assignments may be assigned in the first three grades. By the fourth and fifth grades, the amount of time spent on homework may increase in proportion to the advancement in learning. Junior high students will spend more time completing their assignments at home.

Teachers are usually available both before and after school to discuss homework and other class assignments. A student's failure to complete homework assignments in a timely manner may result in the student being detained after school,

missing recess, or losing other school privileges. Ultimately, a student's failure to complete assignments may result in the student not being promoted at the end of the school year.

Purpose of Homework

Develop tools to become life long learners: reliability, punctuality, task completion, attention to detail, following directions, responsibility, expending one's best effort, cooperation, tolerance, respect for others, accurate follow through. These are essential to success later in life...

- Practice key concepts and skills introduced in class.
- Expansion and application of concepts learned in school.
- Further development of skills.
- Method of learning to use available tools/resources.
- Involve parents in what students are learning.
- Means of communication/feedback.
- Nightly practice of skills to be turned in next day.
- Develop organizational skills.
- Provide meaningful application opportunities. Lead students to understand relationship between work and achievement.

Role of the School

- Provide meaningful, quality, age-appropriate homework that serves to reinforce or extend learning.
- Coordinate tests and assignments between subject areas, with awareness of school programs.
- Teach students study skills incorporating time management and organization skills.
- Communicate clearly regarding homework expectations.
- Provide homework which is appropriate to student skill levels.

- Provide students (and parents) with timely and meaningful feedback on homework assignments.
- Encourage student and parent questions and concerns regarding homework.
- Return parent phone calls and respond to notes in a timely manner.
- Provide checkpoints and regular feedback in long-term assignments.
- Help children make the connection between what they learn in their lives outside of school.

Role of the Student

- Bring assignments and needed materials home.
- Share teacher prepared documents and information regarding homework with parents.
- Accept responsibility to complete and return homework assignments **on time**.
- Turn in work, which has been completed **neatly** by the student.
- Ask for parent help only after best effort has been put forth.

Role of the Parent

- Ask to see assignment notebook every night.
- Check over student assignments and completion of homework.
- Realize that it is not the parent's job to make corrections or do the work. (Encourage the student to correct his/her own mistakes.)
- Establish a schedule and routine for homework completion.
- Provide an appropriate place for homework.

- Communicate with teacher(s) regarding any questions and concerns.
- Show an interest in school and homework by regularly asking questions and engaging in discussion.
- Provide necessary materials for homework completion that includes paper, pencils, and a dictionary.
- Reduce distractions by other family members, pets, and television.
- Praise your child for focusing on homework after a full day at school.
- Provide a safe place for completed homework and return all work in a folder.

Guidelines/Approximations for Nightly Homework

Kindergarten 15 minutes per night

Grades 1, 2, and 3 30 minutes per night

Grade 4 45 minutes per night as follows:

Math - Nightly - consisting of usually 2 or 3 one and two-step story problems and/or practicing multiplication or division facts.

Language Arts /Reading/Spelling - Nightly except Fridays.

Social Studies - 15 minutes one or two nights per week and ongoing long-term projects.

Science - Ongoing long term-projects.

Grades 5 and 6 45 minutes per night as follows:

Reading - 20 minutes - Monday through Friday

Math - 10 minutes - four nights a week - consisting of approximately 10 problems started under the teacher’s direction.

Science - Long-term projects - students who do not complete class work must complete it at home.

Social Studies - 15 minutes one night a week and long-term projects.

Language Arts - 15 minutes two times a week.

Grades 7 and 8 90 minutes per night as follows:

Reading - 20 minutes - Nightly

Math - 20 minutes - Nightly - consisting of 10 to 15 problems begun in class under the teacher's direction.

Language Arts - 15 minutes periodically in preparation for long-term projects.

Social Studies - 15 minutes periodically in preparation for long-term projects.

Emphasis will be on assigning homework Monday-Thursday when school is in session. We will avoid homework during breaks except for long-term assignments.

Grades and Grade Reporting

Grades are an evaluation of what students have learned. They become a part of a student's permanent record.

Report cards are issued one week after the conclusion of the first three quarters. Report cards for the fourth quarter are distributed on the last day of school.

Honor Roll

By means of the honor roll, students are recognized for superior scholarship. The honor roll is published at the conclusion of each nine-week grading period.

Graduation

A graduation ceremony is held for eighth grade students who successfully meet the district's graduation requirements. Included in the requirement is satisfactory class work in all subjects and a passing grade on a test covering the Declaration of Independence, proper use and display of the American flag, and the United States and Illinois Constitutions.

Academic achievement and personal conduct must be appropriate to earn the privilege of participating in the graduation ceremony. The school principal shall make that determination.

Graduation gowns are worn by all graduates. A graduation fee is assessed which covers the cost of gowns, diplomas, and other program expenses. Information regarding graduation procedures and other activities will be given to students prior to the date of graduation.

Testing

The Illinois Standards Achievement Test (I.S.A.T.) is administered statewide to students in third through eighth grades in March of each year. Individual test scores are available to parents/guardians.

The Iowa Test of Basic Skills, a nationally normed test, is also administered to students in first through eighth grade in the fall of each year to compare local student performance to student performance nationwide.

Additional testing may occur to determine specific educational needs of students. Parent/guardian consent for some testing is required. School officials will notify parents/guardian when such testing is necessary.

Special Services

A variety of school specialists assist students with special educational and developmental needs. Speech therapists, psychologists, social workers, special education teachers, reading teachers, bilingual teachers, gifted coordinators, and nurses offer consultation and direct services to children.

A program is offered for non-English speaking students to assist them in acquiring basic English language skills. Children diagnosed as having physical, visual or hearing impairment, speech or language impairment, severe learning disabilities, behavioral disorders, mental impairment or multiple impairment may be eligible for specialized educational services, including placement in a self-contained classroom when appropriate.

Parents/guardians with concerns in these areas should contact their child's teacher or the principal.

Student Records

Student permanent records are on file in the school office and may contain the academic transcripts, attendance information, record release notations, etc. Permanent records are kept for sixty years after graduation or permanent withdrawal.

Student temporary records are also on file in the school office and may contain testing scores, evaluations, background information, record release notations, etc. Temporary records are reviewed periodically to eliminate out-of-date, inaccurate, or unnecessary information, and are destroyed entirely within five years after graduation or permanent withdrawal.

Records are not released to non-school personnel without parental permission. Parents may view their child's records by making an appointment with the principal.

School - Home Communications

There are many formal channels of communication between the home and the school:

Open House - Scheduled early in the school year, parents are invited to visit the schools and learn about the school's standards and policies, tour the schools, and meet the faculty.

Progress Reports - Progress reports are used to inform parents and students of the student's progress. These reports are usually issued during the middle of each grading period but can be sent at any time. Progress reports summarize student progress based on achievement, effort, assignments and behavior. Parents/guardians are encouraged to contact teachers regarding concerns about student progress.

Parent-Teacher Conferences - Parent-teacher conferences are scheduled in the fall and spring of the year. Such conferences provide parents/guardians and teachers with a time to discuss student progress and other issues to help students succeed. Additional information may be obtained by meeting with specific teachers at informal conferences. To insure teachers are available to meet at other times, parents/guardians are asked to make an appointment. To give full attention to issues and concerns, it is always best to pre-arrange a conference.

Parent Notification Requests - School officials request notification from parents/guardians:

1. to report an absence, send a note or telephone (preferred)
2. to request that a child be kept in at recess because of illness
3. to request a special dismissal time
4. in reply to a notice of unsatisfactory work
5. for educational field trip of any distance (permission slips will be supplied)
6. for participation in extra-curricular activities

Parent Questions and Concerns

At times, parents/guardians have questions about their child's academic progress, school procedures, instructional practices, etc. Parents are asked to please address such questions with the first line order of contacts (indicated by an arrow) until the matter is resolved.

The Board of Education is the final level of appeal, and as such, is not the first contact. On matters concerning:

- Individual students and classrooms:
Teacher → Principal → Superintendent → BOE
- Individual schools:
Principal → Superintendent → BOE
- Curriculum and instructional practices:
Principal → Assistant Superintendent → Superintendent → BOE
- School safety:
Principal → Superintendent → BOE
- Budget:
Superintendent → BOE
- District policy:
Superintendent → BOE

PTA and ST&P

The Parent Teacher Association (PTA) at Leigh School and the Students, Teachers, and Parents (ST&P) group at Giles School work with school officials to promote the welfare of children in the schools. The groups meet monthly, and with the approval of the school principals, work on projects to provide special programs and activities to benefit students.

Instructional Advisory Council - IAC

The Board of Education has authorized the Superintendent to establish an Instructional Advisory Council (IAC). It shall be the responsibility of the IAC to advise and monitor changes in the district curriculum. It is recognized that a sequential linkage exists among data gathering, planning, goal development, curriculum development, budgeting, and building utilization. The human resources of the district shall be directed toward these ends.

Volunteers

Extra help is welcome in the schools. The time and work contributed by volunteers has been an asset and has helped in developing a stronger school program. People interested in contributing their time should contact the principal of the school in which they wish to volunteer.

Cleanliness of the School Environment

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. To do so, custodians and maintenance employees work diligently to keep the schools ready for students.

The school district applies commonly used *over the counter* herbicides for lawn and garden maintenance. The application of licensed pesticides within the schools is performed by a licensed pesticide service. Information about the products used and application procedures are available from the superintendent of schools.

The schools are considered environmentally safe. All toxic materials, including friable asbestos-containing materials have been removed or encapsulated. The building principal or superintendent may be contacted to review the district's federally-mandated asbestos management plan or to discuss environmental issues.

Dress, Grooming, and Personal Habits

The Board of Education believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is expected that students wear neat, clean, appropriate clothing that meets the standards of the district, and maintain appropriate personal conduct and responsibility.

Student dress should not violate health, safety, or decency aspects of the school program, nor be disruptive or interfere with classroom procedures. School officials are aware of current clothing styles, however, certain standards of decorum must be maintained at school.

The wearing of halter, tank, or tube tops, or shirts with offensive illustrations or slogans of "questionable" taste (obscene messages, gang affiliation, drugs including alcohol, violence or sexual exploitation, etc., short shorts, etc., are considered inappropriate. Clothing should be worn as intended (i.e., pants around the waist). Clothing designed for normal wear as undergarments should not be visible. For health reasons, and to prevent exposure of personal areas, decent and appropriate dress is considered to be fully clothed from the shoulder to mid-thigh.

Hats, headbands, hoods, bandannas, spiked or studded accessories, etc., must be removed when entering the schools. The wearing of sunglasses in the schools is prohibited unless approved for medical reasons. Unless permission is granted from school officials, outerwear such as coats, jackets, headwear, gloves, etc., may not be worn in classes. Our goal is to provide a safe and secure educational environment.

If student dress interferes with the school's operation, the principal has the discretion to ask students to cover or change inappropriate clothing, or request the parent/guardian to bring a change of clothing to school.

Student Language and Expression

School officials reserve the right to prohibit expression which may cause disruption to school activities or violate the rights of others. Prohibited is the use of vulgar, offensive, or threatening language as judged by school officials. Also prohibited is the use of any word or expression that might be considered obscene to minors, are libelous or slanderous, injures, harasses, or invades the privacy of others, or disrupts the orderly operation of the school. Indecent personal conduct and/or displays of affection (kissing, fondling, etc.) are prohibited and also subject to disciplinary action.

Non-Harassment/Bullying

Students expect to be able to attend school without fear of being harassed in any way. Unwanted and unwelcome verbal and physical abuse by others will not be tolerated. Sexual innuendoes or advances, obscenities, or religious and racial slurs are inappropriate at any level. Students who feel victimized should immediately file a written complaint with the principal. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct will result in immediate intervention, parent notification, and disciplinary action.

Safe/Drug Free Schools

The school district is dedicated to ensuring a safe, drug-free environment for our students. The district is also committed to presenting information to strengthen the attitude of people respecting one another, and information about the damaging effects of the sale and use of drugs, alcohol, and tobacco products. Parent/guardian support in these efforts is important so children do not get "mixed messages" between home and school.

Drug Prevention Policy

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted in the school building, on the school grounds, or on school buses at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. Students under such influence shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days for the first offense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Repeat offenders will be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school property or school buses and submit such drugs to proper authorities for analysis.

Compliance with the policy is mandatory.

Searches

To preserve safety, school officials reserve the right to inspect any bags, coats, etc., brought to school. As a general rule, students are to assume that bags, outer clothing, or other items

which may possibly conceal illegal or dangerous items may be inspected by school personnel. This statement should be considered as *prior notice* for the district's search and seizure procedures (Board Policy 7.140).

Detention

Any student whose work is unsatisfactory or who violates school regulations may be detained to serve a study period. Teachers or administrators who assign these periods will designate the place and time that the student is to report.

A detention may be assigned after a second tardy has been received during a grading period. A fifteen-minute before or after school detention will be served after the third tardy.

Parents/guardians will usually be notified of student detentions by telephone or a written notice, which will be sent home with the student. If a written notice is used, the parent/guardian should sign the notice and have it returned to the teacher/ principal's office by the student. Parents should make arrangements for the student's transportation home after the detention period is over, as needed.

As a general rule, parents/guardians will be notified when students are detained past 3:30 p.m.

Student Discipline - CODE OF CONDUCT

A Code of Conduct gives students a structure for productive learning and self-disciplined behavior. A Code of Conduct rests on the assumption that every child can, and is, expected to live up to a set of behaviors that is both good for the student, classmates, faculty, parents, and community. The faculty believes that students want to reach their highest level of self-discipline, and accordingly, set their expectations and guidance to this standard as follows:

Students are expected to treat their peers, teachers, supervisors, and other adults with respect and dignity at all times. Students are expected to report to class on time, be prepared with appropriate materials and assignments, and to pursue learning activities at the highest level of accomplishment to which they are able. Students are expected to resolve problems in a mature manner, seeking assistance from adults, faculty members, etc., when needed rather than becoming argumentative, combative, or intimidating. Students are expected to treat all school property with respect and care in a manner that demonstrates they wish to preserve these gifts of the community to the children that will follow them.

Prohibited Student Conduct (Board Policy 7.190)

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.

- d. 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.
- e. "Look-alike" or counterfeit drugs, including 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.
- f. 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising

- to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 15. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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 psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parent(s)/guardian(s).
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall 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.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a

report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or 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 the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Disciplinary Actions and Responsibilities

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. For those students who do not, and to protect the rights of all our children and encourage an environment of teaching and learning, it is important that parents and students understand the consequences of misbehavior. They are described below.

Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff:

Informal Talk

A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

Loss of Privileges

The privileges lost may include removing the student from the playground, library, and/or classroom participation.

Detention

The student will be required to stay after school or arrive early at school. The parent will be notified before detention takes place. If, because of transportation or pre-scheduled activities, a detention would cause hardship that day, the child will begin detention the next day.

Restitution

For example, if a student marks a desk, the student may be required to clean the marks off the desk. Also, if a student willfully damages school property, the student may be required to pay for such damages.

Conference

A conference will be held with the student, and/or the teacher, and/or the principal, and/or other appropriate school staff to develop a plan for improving behavior.

Parent Involvement

The parent will be informed of the problem area. A conference with the student, the parent, and appropriate school staff may be scheduled.

In-School Suspension

The student attends school but is excluded from the classroom and/or related activities for a period of up to three (3) school days. The student will be under the supervision of the principal during this in-school suspension.

Suspension (Board Policy 7.200)

The following are suspension procedures:

1. Before suspension the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board shall be updated on numbers and reasons for suspensions.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion (Board Policy 7.210)

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentations of the evidence or receipt of the hearing

officer's report, the Board shall decide the issue of guilt and take such actions as it finds appropriate.

Responsibilities of Students

As a student it is my responsibility to:

1. Be prepared to learn:
 - Attend school and be on time for all classes with all materials.
 - Complete all my assignments on time. (See that my teacher gets missing work.)
 - Do only my own school work.
2. Help make school a safe place:
 - Respect my own property, other students' property, and the school.
 - Care about making the classrooms, halls, and playgrounds safe and clean places to be.
 - Bring to school only those things which are appropriate to my education and not items which could be dangerous to me or someone else.
3. Help make the school a good place to learn:
 - Respect and listen to teachers, principal, substitute teachers, secretaries, aides, volunteer helpers, custodians, and bus drivers.
 - Respect and listen to my classmates.
 - Be quiet when and where other people are working and in the halls.
 - Be patient with others and respect their feelings and rights.
 - Care about and help those who need it.
 - Speak kindly to and about others, and use no unacceptable language.
 - Follow all the school rules.

- Be courteous to teachers, other adults in the school, and classmates.

Rights of Students

As a result of accepting my responsibility as a student, I have a right to:

- Learn.
- Work without being disturbed.
- Feel safe in the classroom, lunchroom, hallways, and on the school grounds.
- Be respected by others.
- Have my property be respected and reasonably safe.
- Expect that I will not receive verbal or physical abuse from other students.
- Due process.

Responsibilities of Parents

As a parent it is my responsibility to:

- Remember that my child will learn by the example I set.
- Support the school and its expectations for the behavior of my child.
- Communicate my concerns to my child's teacher or the principal.
- Recognize and appreciate the efforts of my child's teacher in working with the unique needs of all children.
- Teach my child a respect for laws, authority, and the rights of others.
- Teach my child to respect both private and public property.
- Make sure that my child arrives at school every day on time and has a way home.

- Provide conditions at home designed to help my child study and complete homework.
- Follow the school calendar, being sure that my child does not miss school unnecessarily.
- On school days be sure that my child is prepared for school and healthy enough to attend school.
- Discuss the ideas in this booklet with my child.

Rights of Parents

As a result of accepting my responsibility as a parent, I have a right to:

- Expect that my child will be provided an opportunity to learn in an environment conducive to learning.
- Expect that my child will be provided a safe environment in which to learn.
- Expect that my child's teachers and others in the school environment will treat my child with respect.
- Expect that discipline policies will be administered fairly and consistently.
- Expect that the teachers or the principal will promptly communicate both academic and disciplinary concerns to me.

Responsibilities of Teachers

As a teacher in this district, it is my responsibility to:

- Remember that children learn by the example I set.
- Be consistent and fair in dealing with children.
- Provide an atmosphere conducive to learning in the classroom.
- Have respect for children's feelings, recognizing their unique differences and needs.

- Be a ready listener to the children in my class.
- Promptly communicate with parents on issues of concern so that we can work together.
- Be willing to help a child who asks for help.
- Prevent discipline problems in or out of the classroom from unduly interfering with the educational process.
- Help the students understand the ideas in this booklet.

Rights of Teachers

As a result of accepting my responsibility as a teacher in this district, I have a right to:

- Have parental support in working toward the behavior expected of their children.
- Expect cooperation from parents in developing recommendations made in the best interests of the child.
- Be in an environment that is conducive to teaching.
- Expect that each child try to be a good listener.
- Have my students arrive on time and follow the school calendar.
- Be treated with respect.
- Expect that students will be prepared for class.
- Work with small groups in the classroom without interruptions.
- Remove a student from the classroom for disruptive behavior.

Responsibilities of School Dist. 80

The Board of Education of the school district will have the responsibility to:

- Provide an atmosphere for education that is safe and clean.
- Provide qualified and effective teachers and other professionals.
- Provide an up-to-date course of study to prepare students for high school.
- Establish discipline policies.
- Keep parents informed of district issues and changes in school policy regarding discipline.
- Follow Board policy in regard to the suspension and expulsion of students causing disruption of the learning process for other students.
- Follow all other legal requirements of state law.

Rights of School District 80

As a result of accepting its responsibility as the Board of Education, the Board has a right to:

- Expect reasonable cooperation from teachers, parents, and students.
- Expect that parents, staff, and students will communicate with the Board of Education through the regularly established channels of communication.
- Expect policies will be followed. Expel any student as set forth in Board policy.
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Misconduct by Students with Disabilities

Behavioral Interventions (Board policy 7.230)

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Norridge School District 80 and, to the extent applicable, the Leyden Area Special Education Cooperative, will establish and maintain a committee, pursuant to the School Code, to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

Norridge School District 80 and, to the extent applicable, the Leyden Area Special Education Cooperative 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.

Notices

The *Illinois State Board of Education's Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities* has been used as a guideline in developing these procedures. Copies of the Guidelines may be requested from the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, IL 62777-0001.