

Keeneyville ESD 20



Parent/Student Handbook

2019-2020

www.esd20.org

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Dear Keeneyville School Community,

This handbook was prepared for Keeneyville School Families. It is intended to help acquaint you with school policies and regulations. We encourage parents and guardians to maintain close contact with the school throughout the school year and suggest the following:

1. Read and become familiar with the contents of this handbook.
2. Take an active interest in your child's progress by talking with him or her each evening about his/her experiences at school.
3. Review your child's homework and special assignments every night.
4. After having a discussion with your son/daughter about an issue, please feel free to email or call your child's teacher whenever you have questions about his or her progress, performance or behavior.
5. Take an active part in school programs and parent organizations.

It is important to remember that parent and school partnerships are extremely important and these positive partnerships contribute to the success of our children. Our school district has a long tradition of providing an excellent education and is a district where learning can and does open every door imaginable for its students. Thank you for your trust in working with our Keeneyville Family to ensure the success of our students!

Sincerely,

A handwritten signature in black ink, appearing to read 'Omar Castillo', is written in a cursive style.

Dr. Omar Castillo
Superintendent

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date



Keeneville School District 20 Directory

KEENEYVILLE #20 DISTRICT OFFICE

5540 Arlington Drive East
Hanover Park, IL 60133
Phone: 630 894-2250
Fax: 630 894-5187
Dr. Omar Castillo, Superintendent
Mrs. Wendy Flaherty, Director of Operations
Mrs. Becky Cortesi-Caruso, Director of Student Services
Dr. Carrie Stange, Director of Teaching and Learning
Mr. Art Andersen, Director of Technology
Mrs. Julie Relihan, Director of Community Relations

GREENBROOK ELEMENTARY SCHOOL

5208 Arlington Circle
Hanover Park, IL 60133
Phone: 630 894-4544
Fax: 630 289-1063
To report absences or tardies, please call 630-894-4599.
Mr. John Gustafson, Principal
Ms. Linde Parvin, Assistant Principal

WATERBURY ELEMENTARY SCHOOL

355 Rodenburg Road
Roselle, IL 60172
Phone: 630 893-8180
Fax: 630 539-2316
To report absences or tardies, please call 630-894-4299.
Dr. Debbie Guzan, Principal
Ms. Kris Stalzer, Assistant Principal

SPRING WOOD MIDDLE SCHOOL

5540 Arlington Drive East
Hanover Park, IL 60133
Phone: 630 893-8900
Fax: 630 894-9658
To report absences or tardies, please call 630-894-4197.
Mr. Jamison Pearce, Principal
Mr. Phillip Aliano, Assistant Principal for School Climate
Mrs. Colleen Flores, Assistant Principal for Educational Services

*** For more information about our schools, please visit our web site: <http://www.esd20.org>.



Keeneyville School District 20 School Hours

GREENBROOK - GRADES K - 5

School Day:

Line-up Bell 8:25 a.m.

Tardy Bell 8:30 a.m.

Grades K-5 Dismissal on Monday, Tuesday, Thursday, Friday at 3:20 p.m.;
on **Wednesday only at 2:30 p.m.**

Grades K-5 Half-Day Schedule: 8:30 a.m.-12:00 p.m.

Early Childhood Classes

A.M. EC Students 8:30 a.m. – 11:00 a.m. Monday through Friday

P.M. EC Students 12:30 p.m. – 3:00 p.m. on Monday through Friday

Full-day Program 9:00 a.m. – 2:00 p.m. Monday through Friday

WATERBURY - GRADES K - 5

School Day:

Line-up Bell 8:25 a.m.

Tardy Bell 8:30 a.m.

Grades 1-5 Dismissal on Monday, Tuesday, Thursday, and Friday at 3:20 p.m.;
on **Wednesday only at 2:30 p.m.**

Grades K-5 Half-Day Schedule: 8:30 a.m.-12:00 p.m.

SPRING WOOD - GRADES 6 - 8

School Day:

On-time 7:40 a.m.

Tardy 7:45 a.m.

Grades 6, 7, 8 Dismissal on Monday, Tuesday, Thursday, Friday at 2:35 p.m.;
on **Wednesday only at 1:45 p.m.**

Grades 6-8 Half-Day Schedule 7:45 a.m.–11:15 a.m.

THIS HANDBOOK IS ONLY A SUMMARY OF BOARD POLICIES GOVERNING THE DISTRICT.

TO VIEW THE ENTIRE BOARD POLICY MANUAL, PLEASE SEE OUR WEB SITE:

www.esd20.org, click on Board of Education, then Board Policy Manual.

PREFACE

All of the procedures that follow have been prepared to help ensure the safety and well-being of Keeneyville ESD 20 students. Questions pertaining to any of the items covered in this handbook should be addressed to the building principal. The Board of Education recognizes the need for administrators to implement additional rules and procedures as needed. The administration reserves the right to change and modify rules and procedures based upon individual curriculum as deemed appropriate.

ACCELERATED PLACEMENT PROGRAM (Board Policy 6:135)

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

ANIMALS IN THE EDUCATIONAL PROGRAM (School Board Policy 6:100)

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent or designee assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code.

ASBESTOS

Asbestos is present in the school buildings of Keeneyville ESD 20; however, all asbestos is encapsulated and is not harmful in any way to students, staff or parents.

ASSEMBLIES AND SCHOOL-RELATED ACTIVITIES

Students should go to and return from assemblies in an orderly manner. The privilege of attending assemblies or school-related activities may be denied to individuals who do not conduct themselves properly.

ATTENDANCE POLICIES (School Board Policy 7:70)

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of 6 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

I. Absences

This statement places the responsibility for daily school attendance with the parent(s) or guardian(s) of the student. The Keeneyville staff recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. If frequent absences occur, parents and students can expect negative results in grades and classroom performance.

II. Procedures for Reporting Student Absence

All absences require contact with the school. Please call your child's school the evening before school if possible or before the start of the school day he or she will be absent. If you have more than one child to report absent, please contact the school each child attends.

Please use the following numbers 24 hours a day to leave a message on our Attendance Lines.

For your convenience, a telephone answering service is available to receive your call at any time of the day.

<u>ECC and Greenbrook Elementary</u> (Grades PreK-5) 630-894-4599	<u>Waterbury Elementary</u> (Grades K-5) 630-894-4299	<u>Spring Wood Middle School</u> (Grades 6, 7 & 8) 630-894-4197
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Please leave a message that includes your name, the name of your child, and the reason and length of absence or tardiness. Please indicate the specific reason for the absence. Refer below for the types of absences.

To be marked present for one-half day, a student must be in school for one hundred fifty (150) minutes.

III. Types of Absences

Excused Absences

For an absence to be considered excused, it must fall under one of the following categories:

- **Illness** - Fever, vomiting, diarrhea, communicable/contagious disease, injury –nondescript symptoms such as the common cold, a headache, or stomachache should not keep a student from coming to school unless the parent feels it is severe enough to keep the child home to maintain the safety of the child and other students.
- **Communicable/Contagious Disease** - Any child that has been diagnosed with a communicable/contagious disease is required to stay home until he/she has been released by their physician. A physician's note is to accompany the child's return to school.
- **Fever** - Any child with a temperature of 100 or higher should stay home until they have been fever-free. We recommend that the child be fever-free, *without medication*, for 24 hours.
- **Vomiting/Diarrhea** - Children need to be without diarrhea and/or vomiting for 24 hours before returning to school.
- **Pink Eye (Conjunctivitis)** - Can be allergic, viral or bacterial in nature. If antibiotic drops are started, the child is encouraged to be on them for twenty-four hours before returning to school.

- **Lice** - Although we cannot prevent the incidence of students who bring head lice to school, we can assist in the control of the spread. Reminding students not to share hats, combs, clothing or hair accessories are all preventative measures that can be implemented. Parents are encouraged to notify the school nurse if they suspect their child has head lice. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

The School District follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois School Board of Education and the Illinois Nurse Practice Act.

If a child has been out of school longer than three (3) days, a physician’s note may be required before returning to school. When a student comes to school and, as a result of a medical condition, must use a wheelchair, walker, cane and/or crutches, the student will need a note from the attending physician stating that the student is able to return to school with the aid of such devices. This note should be provided the day the student returns to school with such device. Also, children who have injuries, such as sprains, casts or crutches, need to have a physician’s note stating any restrictions of activity AND will need a release allowing the student to participate again once the injury is healed, and/or the cast and/or crutches are no longer needed. *Students will not be allowed to participate again until the release from the physician is received by the school office.*

An excused absence may also be given due to a:

- **Physician’s Request** - due to severe illness, injury, or psychological reasons*
- **Family Emergency** – death or severe illness of a close family member, court date, special family event (pre-arranged with the administration)
- **Religious Observation** - that requires missing school (See Board Policy 6.255)
- **Situation beyond the control of the student** - determined by the Board of Education.

***We strongly encourage families to schedule all appointments during non-school hours.**

Unexcused Absences

An absence may be considered unexcused under one of the following criteria (this list is not exhaustive):

- Failure to contact the school in the event of an absence
- Any absence that does not meet the criteria listed above in **Excused Absences**
- Oversleeping, missing the bus, failure of a privately owned vehicle
- Out-of-School Suspensions
- Vacation
- Sporting Events

A parent note, message or phone call WILL NOT excuse a student under these circumstances.

Final decisions regarding whether an absence is considered excused or unexcused are made by the principal or his/her designee.

Vacations

It is strongly encouraged that families do not plan vacations during the school term. Class work will not be provided prior to a vacation; upon return, assignments must be requested from each teacher. The student will have the same amount of days to complete the work that they were out. Vacations will be recorded as unexcused absences.

Tardiness

A student is considered tardy to school if he or she arrives after school has begun but before the first thirty (30) minutes of school have passed.

At Greenbrook Elementary and Waterbury Elementary School, the tardy bell rings at 8:30 AM announcing the start of our instructional day. **Any student who arrives after the 8:30 AM bell will need to be walked into the school building and signed into the school office.**

Students may earn academic and/or disciplinary consequences for excessive tardiness. Students in grades kindergarten through fifth will be issued a letter upon their third tardy during a trimester. Every subsequent tardy may result in further intervention.

At Spring Wood Middle School, the tardy bell rings at 7:45 AM announcing the start of our instructional day. Any student who arrives after the 7:45 AM bell will need to report into the school office. Students in grades 6th through 8th will earn a lunch detention after the first tardy of the trimester. Each additional instance of tardiness after the second will result in further consequences.

Arrival after the first thirty (30) minutes will result in the student being marked half-day absent.

Students who leave school more than sixty (60) minutes before dismissal time will also be considered half-day absent, except for Wednesday early release.

IV. Returning to School

If there was no contact between the school and family, the student should bring a note to the office, signed by a parent or guardian, indicating the reason for the absence.

Students who are absent for three or more days may be asked to produce a note from a physician indicating the reason and the dates why the student needed to be out of school.

V. Make-Up Work

It is the student's responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. The student will have the same amount of days to complete the work that they were out.

It is recommended for short absences of three days or less, parents and students consult Skyward at Spring Wood Middle School or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by calling the school office. It may take up to 24 hours to complete this request.

VI. Truancy

In case of chronic truancy (five percent or more of the last 180 student attendance days; nine absences), Regional Office of Education truancy officer will be notified. The officer shall investigate all cases of truancy or non-attendance at school, and, unless the student is exempt from attending under the compulsory attendance law, the truant officer may proceed with filing a Class C misdemeanor for noncompliance against the parent(s) or guardian(s) of the student.

Attendance Letters

Parents will be notified in writing when their child has been absent for three (3) days, five (5) days, and then again if they reach nine (9) days regardless of whether the absences are classified excused or unexcused. This is an effort to raise awareness of the number of absences for the year. Additional notifications may follow additional absences.

The school may require additional documentation for students who have excessive absences including scripts from a licensed physician indicating the reason and duration of each absence.

VII. Withdrawals

If possible, parent(s) or guardian(s) should notify the school at least two weeks prior to a student's withdrawal from the school district. Students shall return all textbooks and other such school property to the appropriate teachers, i.e. library books, technology equipment, etc.

VIII. Permission to Leave School Grounds

Leaving school without permission or approval is classified as truancy. Parents, guardians or persons designated by a parent or guardian must sign out the student at the school office prior to the students leaving the school grounds. Students will not be released from class until a parent or guardian arrives.

Students who leave school and return may be charged with a half day absence based on the number of contact minutes the student is away from campus. If the student misses 30 to 60 instructional minutes he/she will be considered absent for a half day. A leave of 60 instructional minutes or more will result in a full day absent.

IX. Attendance at Extra-Curricular Activities

Students who are absent or who left school for an illness during the day, will not be allowed to attend or participate in extra-curricular activities until they have attended school.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The State of Illinois has passed a law requiring school districts to have an emergency plan in place. This law is Public Act 93-1910 (the "Colleen O'Sullivan Law") and is known as the Physical Fitness Facility Medical Emergency Preparedness Act. As a result of this law, the district's emergency plan must address the procedures in place for the use of an AED (Automatic External Defibrillator). The plan must also comply with rules and regulations established by the Illinois Department of Public Health.

By law, Keeneyville ESD 20 must have at least one AED on the facility premises and a trained AED user on staff. In compliance with this new legislation, each group who uses any of the District's "Physical Fitness Facilities" will need to have a trained AED user on the premises for the duration of any scheduled fitness activity. Please see video from IHSA at: https://www.youtube.com/watch?v=Zh_uWrNaVQI&feature=youtu.be.

"Physical Fitness Facility" means any indoor facilities that are owned or operated by a public elementary or secondary school supervised by one or more persons, other than maintenance or security personnel, employed by the school for the purpose of directly supervising the physical fitness activities taking place at any indoor facilities. Any other indoor establishment, whether public or private, that provides services or facilities focusing primarily on cardiovascular exertion.

Keeneyville ESD 20 facilities qualify as "Physical Fitness Facilities."

BICYCLES, SKATEBOARDS, AND SKATES

Students are permitted to ride bicycles to and from school. However, in order to avoid injury to students on foot, children are asked to walk their bicycles while on school grounds. Upon arrival, students must lock their bicycles into the bicycle racks in keeping with the design of the rack. Failure to abide by the above-stated rules may cause

a student to lose his/her bicycle privileges. The schools are not responsible for lost or stolen bicycles.

Skateboards, skates, use of any types of shoes with wheels, and use of scooters (non-motorized or motorized) must be carried while on school property. Non-compliance will result in loss of privilege.

BIRTHDAY TREATS

As a school district, we have to be proactive with regard to the health and well-being of our entire student population. In order to promote healthier eating habits overall, to comply with recent legislation and to protect those students with food allergies and sensitivities, and medical conditions that require our care and support, **we have implemented a “non-edible birthday treat” policy.** If you would like to send something to the class to celebrate on your child’s birthday, some suggestions include: pencils, stickers, special erasers, the donation of a favorite book to the classroom, or possibly a donation to a charity in your child’s or classroom’s name.

CARE OF SCHOOL PROPERTY

Keeneyville ESD 20 students are expected to share in the task of maintaining the quality condition of the buildings and grounds. Students will be required to reimburse the school district for any damage to facilities or equipment resulting from careless use or willful destruction /defacement.

When using the gym facilities, students are to wear only gym shoes that have been approved by the physical education instructors.

COMMUNICATION

Keeneyville ESD 20 utilizes a mass notification system, Skylert, to communicate with all parents by telephone or email in minutes. In the event of weather emergencies such as closing due to inclement weather, or for important information and reminders, this system can automatically dial up to six phone numbers to contact parents. It is the parent/guardian's responsibility to notify the school office of any changes in phone numbers or email addresses.

DISCIPLINE (School Board Policy 7:190, 7:230)

Responsible actions flow from character, maturity, and decision-making. These qualities are reflected through trustworthiness, respect, responsibility, fairness, caring and citizenship. Our students are expected to respect the rights of others. So, while on school premises, riding on school buses, or at school sponsored activities, students are expected and required to behave in an appropriate manner with regard and respect for others, the rules and regulations of the school district, the directives of school personnel, and all existing laws. In all matters related to the discipline and conduct of students at school, the teachers and administrators assume the supervisory role of parent/guardian. The 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 students in the absence of their parent/guardian.

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.

Rules and regulations governing the conduct of students are made to promote the best learning environment at all times. Behavior by a student that hinders the education of himself and/or others will be addressed. Disciplinary action will be taken when a student violates school rules and regulations. A primary objective of discipline is to help students develop responsible decision-making. Parents will be notified as deemed necessary by the teacher and/or administration. Through cooperation between home and school, behavior problems should be minimal. Student misbehavior will lead to various forms of disciplinary action by school personnel. These may include detention, clean-up duties, parent shadowing, school probation, supervised alternative schedule, out-of-school suspension, and/or expulsion.

Unacceptable Student Behaviors

The following is a non-exhaustive list of unacceptable student behaviors and some possible disciplinary responses. Serious or repeated violations of school rules or acts of misconduct may be dealt with more severely by the Board of Education and may include the imposition of discipline up to and including expulsion. The following are general guidelines only. Students will be subject to disciplinary action any time they engage in inappropriate behavior. Action may be taken in regard to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students. Furthermore, the specific consequences/disciplinary actions listed may be modified at the discretion of the administration.

Student's Guide to Discipline Options

Most disciplinary offense will fall into these general categories.

Please remember that appropriate action in all cases is at the discretion of the administrators.

* Confiscated items will only be released to a parent or legal guardian, unless otherwise authorized by an administrator.

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Bus Conduct	<ul style="list-style-type: none"> • Disrespect toward bus driver • Misconduct while on the bus • Yelling, screaming, or using profane language • Harassment • Standing while bus is in motion • Putting body parts or objects out of the window • Physical Aggression 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Bus Referral • Assigned Seating • Verbal or Written Apology • Suspension from Bus • In School Suspension • Out of School Suspension
Cell Phones	<ul style="list-style-type: none"> • Cell phone turned on during school hours • Cell phone in plain view (cell phones should remain in the locker) • Text messaging during school hours • Pictures or use of video during school hours • Posting of inappropriate and/or graphic content and/or texting 	<ul style="list-style-type: none"> • Verbal Warning • Confiscation* • Parent Contact • Recess, Lunch or After School Detention • In School Suspension
Clothing - Disruptive	<ul style="list-style-type: none"> • Halter tops/tank tops • High cut shorts/skirts • Low-waisted jeans/shorts/skirts revealing undergarments • Displaying poor taste, obscenity or put downs • Advertisement or references to tobacco, alcohol, drugs or gangs • Promoting self-interest (100% white/black, etc.) • Improper exposure/revealing midriffs • No hats, hoods, picks or combs, bandannas, or other headwear can be worn in the building during the school day • Pajama clothing, including: pajama tops, bottoms, bedroom slippers, boxer shorts and thermal underwear • Belts must not hang 	<ul style="list-style-type: none"> • Change of clothing • Parent contact • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege

	<ul style="list-style-type: none"> • Over-sized pants must be belted, underwear must not be exposed 	
Conduct Unsafe to Others or Threats	<ul style="list-style-type: none"> • Threat or attempt to cause injury to another student or staff member • Threat or attempt to destroy school property 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension • Police Referral • Expulsion
Detention - Failure to Serve	<ul style="list-style-type: none"> • Teacher detentions • Office detentions 	<ul style="list-style-type: none"> • Parent Contact • Additional detention time • In School Suspension
Displays of Affection (PDA)	<ul style="list-style-type: none"> • Provocative behavior • Inappropriate/excessive physical contact (hugging, kissing, etc.) 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • In School Suspension
Disruption	<ul style="list-style-type: none"> • Throwing objects • Loud/disruptive noises • Objects disruptive to learning environment • Behavior that interferes with the learning of others 	<ul style="list-style-type: none"> • Confiscation* • Verbal Warning • Parent Contact • Verbal or Written Apology • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension
Drugs or Alcohol	<ul style="list-style-type: none"> • Under influence/possession • Suspected to be under the influence • Use/selling/distribution on premises • Drug related paraphernalia 	<ul style="list-style-type: none"> • Confiscation* and Parent Contact • Loss or Classroom/Special Activity or Other Privilege • In School Suspension • Out of School Suspension • Expulsion
Electronic Devices	<ul style="list-style-type: none"> • Possession of game/video/music players, lasers, and other electronic communication devices during the school hours • <i>It is recommended that electronic devices should be kept at home</i> • <i>*Use of electronic devices is at students own risk*</i> 	<ul style="list-style-type: none"> • Verbal Warning • Confiscation* • Parent Contact • Recess, Lunch or After School Detention
Excessive Detentions	<ul style="list-style-type: none"> • Five (5) or more detentions during the semester 	<ul style="list-style-type: none"> • Parent Contact • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract
Fighting or Assault	<ul style="list-style-type: none"> • Physical confrontation between two or more students • Striking another student or staff member 	<ul style="list-style-type: none"> • Parent Contact • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension • Police Referral • Expulsion
Forgery	<ul style="list-style-type: none"> • Signing the name of another person • Altering times, dates or grades 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • In School Suspension • Out of School Suspension
Gambling	<ul style="list-style-type: none"> • Any actions involving betting on cards, dice, sporting events, etc. 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • In School Suspension

Gang Activity	<ul style="list-style-type: none"> • Behavior, dress, jewelry, graffiti and other forms of expression depicting gang affiliation or support including eye brow shaving on one side • Disruption/intimidation caused by gang affiliation or support • Gang posturing 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Recess, Lunch or After School Detention • Police Referral • In School Suspension • Out of School Suspension • Expulsion
Gum	<ul style="list-style-type: none"> • Chewing gum during school hours 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Recess, Lunch or After School Detention
Harassment or Bullying (Ethnic, sexual, racial or religious)	<ul style="list-style-type: none"> • Name calling, profanity, pestering, tormenting, or threatening actions that are meant to demean another person 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension • Police Referral • Expulsion
Headwear	<ul style="list-style-type: none"> • Wearing headwear in the building is prohibited • No hats, hoods, picks or combs, bandannas, or other headwear can be worn in the building during the school day • Headwear must be kept in locker during school hours 	<ul style="list-style-type: none"> • Confiscation* • Verbal Warning • Parent Contact • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • In School Suspension
Ignition Devices	<ul style="list-style-type: none"> • Matches, lighters, or other materials when used for ignition purposes are prohibited on school property by all students 	<ul style="list-style-type: none"> • Confiscation* • Parent Contact • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension • Police Referral • Expulsion
Insubordination and Disrespectful Behavior	<ul style="list-style-type: none"> • Refusing to follow staff directions • Walking away from a staff member at an inappropriate time • Speaking in inappropriate manner or tone/profanity • Walking out of class without permission 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract • In School Suspension • Out of School Suspension • Expulsion
iPods, MP3 Players, Tablets, CD Players or Other Electronic Devices	<ul style="list-style-type: none"> • Must be kept in locker during school hours 	<ul style="list-style-type: none"> • Verbal Warning • Confiscation* • Parent Contact • Recess, Lunch or After School Detention
Plagiarism, Cheating or Lying	<ul style="list-style-type: none"> • Turning in work that is not yours • Copying and turning in homework, notes, tests etc. that is not yours • Telling untruths 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Failing Grade for that Assignment • Verbal or Written Apology • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention
Smoking, Possession of Tobacco Products or Vaping Products	<ul style="list-style-type: none"> • Possession prohibited on school property • Use by all prohibited on school property and at school-sponsored events 	<ul style="list-style-type: none"> • Confiscation* • Parent Contact • In School Suspension • Out of School Suspension
Tardiness & Excessive Unexcused Absences	<ul style="list-style-type: none"> • Not in classroom when the bell rings • Leaving school grounds without permission • Multiple absences without contact by a parent/guardian to excuse 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Recess, Lunch or After School Detention • Loss or Classroom/Special Activity or Other Privilege • Behavior Contract

Theft	<ul style="list-style-type: none"> • Taking of school/personal property without permission 	<ul style="list-style-type: none"> • Report to Truancy • Verbal Warning • Parent Contact • Verbal or Written Apology • Restitution • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • In School Suspension • Police Referral • Out of School Suspension • Expulsion
Vandalism	<ul style="list-style-type: none"> • Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti) 	<ul style="list-style-type: none"> • Parent Contact • Verbal or Written Apology • Restitution by student and/or parent as determined by the administration or police • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • In School Suspension • Police Referral • Out of School Suspension • Expulsion
Verbal Abuse and Profanity	<ul style="list-style-type: none"> • Inappropriate language, written or spoken • Conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive 	<ul style="list-style-type: none"> • Verbal Warning • Parent Contact • Verbal or Written Apology • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • Behavior Contract • In School Suspension • Out of School Suspension
Weapons, Guns, Knives, and Dangerous Objects	<ul style="list-style-type: none"> • Possession, use, sale and/or distribution of weapons • Possession of look-a-likes • Use of any object to cause bodily or property harm 	<ul style="list-style-type: none"> • Confiscation* • Parent Contact • Loss or Classroom/Special Activity or Other Privilege • Recess, Lunch or After School Detention • In School Suspension • Police Referral • Out of School Suspension • Expulsion

Weapons

The Board of Education believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees and visitors on school district property. Accordingly, the possession, use, control or transfer of knives, guns, explosives, firearms or other weapons or dangerous instruments shall be prohibited on school buses, in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event which bears a reasonable relationship to school.

In accordance with federal and state law, any student who is determined to have brought a weapon to any school in the District, or to any school-sponsored activity or event, or to any activity or event which bears a reasonable relationship to school, shall be expelled from school for a period of not less than one year, provided however, that 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. Any student who brings a weapon to school shall also be referred to applicable representatives of the criminal justice or juvenile delinquency systems.

For purposes of this policy, the term "weapon" shall mean any object which may be used to cause bodily harm, including but not limited to a "weapon" as defined by Section 921 of Title 18 of the United States Code (including, but not be limited to, any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or

silencer; or any destructive device, including any explosive, incendiary, or poison gas), a "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look alikes" thereof. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may also be considered "weapons" for purposes of this policy if used or attempted to be used to cause bodily harm.

I. Detentions

Proper school conduct is essential in providing a pleasant learning environment and maintaining order and control within the school system. The policies outlined below are designed to foster both the development of responsible and socially approved conduct and respect for other persons and property. Parents/guardians have access to student rules and regulations per the Keeneyville ESD 20 website. A parent/guardian may submit a written request for a copy through their school office. Furthermore, every effort will be made to assure that student discipline procedures are uniformly applied throughout the district and that adequate safeguards are present to protect the special needs of individual students.

In regard to identified special education students (those having an individual educational plan/IEP), Keeneyville ESD 20 follows disciplinary procedures prescribed by the Illinois State Board of Education.

The first step in correction of any behavior problem is counseling of the student by the teacher. If a student continues to be uncooperative, parents shall be consulted and requested to help correct undesirable behavior. When a student's conduct in the classroom or about the school premises becomes disruptive or otherwise unacceptable, his/her teacher may use reasonable force, as needed, to maintain safety for the other students and may remove him/her from the classroom or immediate premises, or send him/her to the office. The school administrators may exercise one or more of several options in dealing with the student: counseling, telephoning parents, assigning detentions, placing the student on the "No-Privilege List," prescribing a period of in-school disciplinary supervision, sending the student home for the remainder of the school day, or, in the case of repeated or severe misconduct, suspending or expelling the student from school in accordance with The School Code of Illinois and existing statutes.

Students are assigned detentions for violating school rules. The parent/guardian will be notified by phone call or email as to the offense warranting the detention and the date the detention will be served. Transportation arrangements are to be made by the parent/guardian.

Detentions will be served at the prescribed time. Failure to serve a detention will result in further disciplinary action, which may include additional detentions), in-school disciplinary supervision, and/or out-of-school suspension.

Prior to assigning a detention, the teacher or administrator shall ascertain whether the student is an identified special education student. If so, disciplinary procedures shall be as set forth in the Parent/Student Handbook of the SASSED Special Education Cooperative.

A. Administrative Detentions Grades K-5

An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed ninety (90) minutes.

B. Grades 6-8 Behavior Consequences

In keeping with a school-wide positive behavior system, Spring Wood Middle School has both positive and negative

consequences for following our expectations. Students are recognized for their efforts in meeting our behavioral expectations. When students fail to meet those expectations, opportunities for re-teaching and consequences exist.

Our staff will outline and teach our behavioral expectations in the various locations at Spring Wood Middle School. These expectations are also posted throughout the school. Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire and take-cover drills) and class discipline.

The consequences at Spring Wood Middle School are defined as removing or detaining a student from his/her regularly scheduled activities due to misconduct. These types of consequences are progressive in nature, but the severity of the misconduct may give cause to escalate the consequence issued. These consequences and their progression are listed below:

- **Lunch Detention** – the student is removed from the Commons for lunch and sits in an alternate, supervised location to eat lunch. After three (3) lunch detentions in a trimester, a student will receive a general detention as the next consequence.
- **General Detention** – the student is detained after school for one (1) hour. The day of the infraction will determine the day of serving the general detention.
- **Social Suspension** – Students may be temporarily removed from attending extracurricular functions including but not limited to dances, sporting events, and after-school activities.
- **In-school Suspension** – the student will be removed from the classroom for a defined period of time. The student will serve an in-school suspension in the office with the opportunity to complete his/her class work.
- **Out-of-school Suspension** – the student will be removed from the school for a defined period of time. See **DISCIPLINE**, Section II, part D for more information regarding out-of-school-suspensions.

Offenses that warrant a student behavior-related consequence, include, but are not limited to, the following:

- Inappropriate or abusive language;
- Physical contact or aggression;
- Defiance/Disrespect/Noncompliance/Insubordination;
- Disruption;
- Technology violation;
- Tease/Taunt or Harassment;
- Tardiness to class or school;
- Academic Dishonesty;
- Theft;
- Fighting;
- Illicit Substances (weapons, fireworks, drugs, alcohol); and
- Vandalism.

II. Disciplinary Procedures beyond Detentions

A. Corporal Punishment

Keeneyville ESD 20 does not subscribe to corporal punishment as a means to discipline students.

B. No-privilege List

One of the fundamental objectives of Keeneyville ESD 20's educational program is to teach good citizenship and respect for necessary rules and regulations. Students who violate the established rules and procedures and are not willing to cooperate with the faculty and sponsors should not expect to participate in special school activities; which may include class trips, class events, games, and assemblies. When students violate school rules, they may be placed on the "No-Privilege List."

C. In-school Suspension

Within a progressive student discipline system, in-school disciplinary supervision is defined as an intermediate step. Such action would be appropriate when a student continues to behave irresponsibly after a number of detentions have been assigned and served, and communication between the school and parent has yielded limited-to-no improvement in the student's conduct at school, but before an outside-of-school suspension is pursued. During a prescribed period of in-school disciplinary supervision, the student is detained in an appropriate study area. Teachers are requested to forward assignments to the student so that his/her time may be used productively.

D. Suspensions (School Board Policy 7:200)

Suspensions are defined as a period of time during which a student is barred from attending school, from attending a school activity (i.e. games, dances, etc.) or from being on school property. Credit for schoolwork and/or tests given during the first suspension of that school year will be given upon completion and submission of assigned work. Students suspended will have the same amount of days to complete the work that they were out. Students are permitted to take tests or other evaluation assessments that cover material taught over a period of time prior to the subsequent suspension(s).

1. Pre-suspension Procedure - Due Process

- a. The superintendent, principal, or assistant principal shall confer with the student facing possible suspension, advising the student of the reasons for the pending suspension, and asking the student for his/her story of the incident in question. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of the SASED Special Education Cooperative District #843.
- b. The student shall be told the basis of the accusation of misconduct and shall be given an opportunity to respond to the evidence.
- c. In some instances the conference will result in dropping the charges; in others, the regular suspension procedure should be followed.
- d. The superintendent, principal or assistant principal should make notations of the conference so as to document that an "informal hearing" was conducted.

2. Authority for Suspension

- a. Following the pre-suspension procedure outlined above, the student may be suspended by the Board of Education, or by the superintendent, principal or assistant principal for a period not to exceed ten (10) school days.
- b. For safety reasons, the Board of Education may suspend the student in excess of ten (10) school days for gross disobedience or misconduct on a school bus.

3. Notification

- a. The suspended student and his/her parent(s) or guardian(s) shall be advised of such suspension within twenty-four (24) hours after such suspension has been issued. Notification by certified mail, return receipt requested, will be sent.
 - i. The notice shall state the duration of the suspension and the reasons therefore.
 - ii. The notice shall apprise the parent(s) or guardian(s) of the student that they may request a review of such suspension, and that their failure to request such a review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.
 - iii. The request for review shall be oral or in writing, directed to the superintendent, principal or assistant principal. In the event of oral notification, the superintendent, principal, assistant principal shall immediately confirm the oral request by sending a letter to the parents or guardians.

- b. Where the suspension is ordered by a principal or assistant principal, a copy of the notice to the parents or guardian shall be concurrently given to the superintendent.
4. Procedures for Review of Suspension
- a. If, after there has been a suspension, the student's parent(s) or guardian(s) request a review, the Board of Education or a hearing officer appointed by the Board of Education must review the suspension in a hearing similar to a pre-expulsion hearing.
 - b. See procedure for expulsion below.
5. Suspendable Offenses
Offenses constituting gross disobedience or misconduct which may result in suspensions include, but are not limited to, the following:
- a. consistent, excessive disruption of classroom procedures;
 - b. smoking, possession of cigarettes, tobacco products, vaping or look alike products;
 - c. fighting;
 - d. use of obscene/profane/vulgar language or racial, religious or ethnic slurs-- written, verbal or gestured;
 - e. continued disrespectful and/or uncooperative behavior toward teachers or other school personnel; (see p. 17 I. Harassment)
 - f. consistent violations of the school dress code;
 - g. stealing;
 - h. threatening another student or staff member with physical or psychological harm; (see p.17 I. Harassment)
 - i. damage or destruction of school property (Students are also responsible for paying for damaged or destroyed property);
 - j. having possession of, or being under the influence of, any drug or alcoholic beverage;
 - k. use, trafficking in, or possession of any firework-related materials;
 - l. violation of the Acceptable Use Policy; and
 - m. other suspendable offences are noted elsewhere in the handbook.

In addition to the student suspension, appropriate law-enforcement authorities may be notified.

E. Expulsion (School Board Policy 7:210)

Expulsion is defined as the barring of a student from classes for a period of time as determined by the Board of Education.

Procedure for Expulsion

Prior to any expulsion recommendation, the authorized administrator shall ascertain whether the student involved is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of SASSED Special Education Cooperative District.

- a. After receiving a recommendation that a student be expelled, the superintendent shall, if (s)he concurs with the recommendation, send a letter by certified mail, return receipt requested, to the parent(s) or guardian(s) of the student notifying them of the proposed expulsion, the reasons for the proposed expulsion, and the time and place of the expulsion hearing.
- b. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review may be combined with the expulsion hearing. In such a case, all expulsion procedures must be followed.
- c. Expulsion hearings shall be conducted by a hearing officer selected by the Board of Education or by a Board of Education committee acting as a hearing committee or by the Board of Education as a whole.
 - i. The hearing may be held in executive session. Strict rules of evidence will not be required.
 - ii. The student may be represented at the hearing by his/her parent(s)/guardian(s) and/or an attorney.
 - iii. The student may present evidence to refute the charges and be afforded an examination of the

- iv. evidence presented by the Board of Education.
 - v. Evidence shall be received as pertinent without regard to the rules of evidence in such fashion as is appropriate to the circumstances.
 - vi. If the hearing is conducted by a hearing officer or a Board of Education committee, a written summary of the evidence shall be prepared for the Board of Education.
 - vii. The hearing shall be recorded on tape. If the student is represented by an attorney, the school may engage a court reporter to record testimony. The student shall be offered an opportunity to purchase a copy of the tape recording or the transcript, as the case may be.
 - viii. Counsel or the parties may make a short opening statement as to their position on the issues and the witnesses to be called.
 - ix. There may be short closing arguments.
 - x. The student's disciplinary/scholastic record, unrelated to the incident leading to the expulsion charge, is not admissible at the hearing. This record may be made available to the Board, once guilt has been established, for use in deliberations as to the penalty to be imposed.
 - x. Only the following persons may be present at the expulsion hearing: the student, the student's parent(s) or guardian(s) or their legal representative, Board of Education members, witnesses (subject to appropriate exclusion procedures to ensure the independence of witnesses' testimony), the superintendent, attorneys for the student and for the school district, and a member of the Department of Mental Health, when required by law.
- d. The determination of the Board of Education as to whether a student shall be expelled shall be made after discussing the evidence in executive session. The Board of Education shall determine and make findings on the following two issues at the hearing:
- i. the validity of the charges of gross disobedience or misconduct; and
 - ii. the appropriate disciplinary measure, if the charges are to be upheld.
- Final action on the expulsion shall be taken in public session.
- e. The penalty shall be imposed by the Board of Education.
 - f. The parents or guardians shall be notified in writing of any action taken by the Board of Education.

Offenses constituting gross disobedience or misconduct which are punishable by expulsion include, but are not limited to, those listed under suspension in Article II D, 5, Suspensions.III.

Specific Disciplinary Issues – Violations of these policies may include detention, suspension or expulsion.

A. Academic Dishonesty

Any type of deception to earn credit without effort is universally recognized as academic dishonesty. This type of violation of classroom standards will be dealt with at the discretion of the classroom teacher and/or school administration. Students who engage in academic dishonesty should expect to receive appropriate consequences, which may include receiving no credit for the assignment. Examples of academic dishonesty include, but are not limited to:

- Copying answers from another person's homework, quiz, or test
- Plagiarism (for examples visit <http://www.plagiarism.org/plagiarism-101/types-of-plagiarism>)
- Cutting/Copying and pasting directly from an electronic source
- Failure to properly cite works

B. Bullying (Board Policy 7:20: also see I. Harassment)

Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.

In all reports of bullying, the target, and or reporter (or appropriate representative), should describe in the Bullying Report Form the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Anonymous complaints of bullying or retaliation will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard. The person reporting the incident must complete the Bullying Reporting Form. Bullying Reporting Forms are available to all students and staff at each school as well as online on the Keeneyville ESD 20 website.

The principal or designee will promptly notify the parents or guardians of the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

C. Cyber-Bullying (Policy 7:180)

"Cyberbullying" is the use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of disrupting the orderly operation of the school.

Students found to be involved with cyber-bullying on District property, including through use of any part of the District's computer system, Internet access, or other electronic communication access, are subject to school disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the District. Students involved with cyber-bullying originating off District property are subject to school discipline if or when, in the discretion of District employees, it disrupts (or could be reasonably forecast to disrupt) the educational process or undermines the District's basic educational mission. Students making threats of harm to other students or staff, whether the threats on or off campus, are subject to school disciplinary action.

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Contextual circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior; and
- Relationships between the parties involved.

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

D. Behavioral Interventions for Students with Disabilities

The Board of Education has developed policies and procedures containing guidelines for the use of behavioral interventions for students with disabilities. Information regarding the relevant policies and procedures is contained in Board Policies 7.230 and 6.125 as follows:

A student receiving special education services who violates any of the District's disciplinary rules and regulations will be subject to the District's policies and procedures for regular students, unless the behavior in question is reviewed and determined to be a manifestation of the student's identified disability, as delineated in his/her individual educational program (IEP).

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, in accordance with Board Policy 6.125. The District will also establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities, in accordance with Board Policy 2.150. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference.

This policy and the behavioral intervention procedures shall be provided to parents and guardians of all students with individualized education plans within fifteen (15) days after they are adopted by the Board of Education, or within fifteen (15) days after they are amended by the Board. Copies of such policies and procedures shall also be provided to the parents and guardians of a student at the time an individualized education plan is first implemented for the student. In addition, the Principal of each school shall be responsible for informing students of the existence of such policies and procedures on an annual basis. At the annual individualized education plan review, the Board shall (1) explain those policies and procedures, (2) furnish a copy of the policies to parents and guardians, and (3) make available, upon request of any parents and guardians, a copy of those procedures.

The following procedure shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

I. Suspension for a Cumulative Period Not to Exceed 10 School Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.

II. Suspension Beyond 10 Days, or Expulsion

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the IEP Team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the Manifestation Determination Review and the date, time and location of the meeting.

B. Manifestation Determination Review

The IEP Team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The IEP team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related. Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

All Discipline follows SB100 Guidelines.

DRESS CODE (School Board Policy 7:160)

School officials may regulate dress and hairstyles when such styles present a health or safety hazard to students or others, or substantially disrupt the educational process. This dress code pertains to all school-related activities, including School Spirit Days, school pictures, and holiday costumes (e.g., Halloween).

1. Clothing must be free of provocative, vulgar and profane statements, weapons, as well as drug, alcohol, or cigarette-related advertisements.
2. Students may wear shorts to school. However, in the interest of a consistent standard and good taste, shorts, skirts and dresses must extend to the fingertips when arms are placed at the sides and/or fall within the mid-thigh range.
3. Bare midriff shirts, as well as distressed, unusually tight-fitting or revealing clothing are considered inappropriate dress. In the interest of a consistent standard, straps on all tops must be at least 1 inch wide at their narrowest point. Undergarments may not be visible. Students will be excluded from classes until arrangements for acceptable attire can be made.
4. Hats and other head coverings are not to be worn in the school buildings unless there is a medical or religious reason for doing so.

Common sense and concern for the standards of others should prevail in all questions pertaining to dress, footwear, and appearance. Parental cooperation will be greatly appreciated in this matter.

DRUG/ALCOHOL USE

The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs, look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This 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. Any student who is under such influence while at school shall be treated as though (s)he had drugs in his/her possession.

If a student is found to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug

paraphernalia in violation of this policy, the police will be called. The student shall also be subject to disciplinary action up to and including expulsion.

It is more desirable for medication to be administered in the home, rather than at school. However, students who are under a doctor's care and need to take prescribed medicine during the school day should follow the Board of Education's Medication Policy. For further information, see Medication Policy and Procedure in this handbook.

ELECTRONIC COMMUNICATIONS

No student enrolled in Keeneyville ESD 20 may use a cell phone or any similar electronic device (i.e, smartwatch) while in any school building or on school grounds during the school day. The District is not responsible for lost, stolen, or damaged property. All cell phones and electronic devices **MUST** be locked in students' lockers and be completely turned off during the school day.

If a student violates this policy, the following disciplinary action will be taken:

First Offense: The cell phone/electronic device will be taken away from the student; the student may pick up the device at the end of the school day.

Second Offense and on: The cell phone/electronic device will be taken away from the student. The student's parent/guardian will be contacted and the student will be allowed to pick up the device at the end of the school day after parent contact has been made.

Third Offense and on: The cell phone/electronic device will be taken away from the student. The student's parent/guardian will be contacted and the device can **ONLY** be picked up by the student's parent/guardian.

Use of Electronic Books & E-Readers

Students may bring and use their own personal electronic reading devices during the school day if the main function of that device is reading electronic books.

Personal E-Readers may be used for *reading purposes only* during study hall or during free time, with the teacher's permission. Students may not use these devices to connect to the internet, play games send messages or any other purpose not directly related to reading books. All reading content must be acceptable and appropriate to be read at school.

The school will not provide electronic books or e-readers for students.

KEENEYVILLE ESD 20 is not responsible for any damages to these devices nor are we responsible for any lost or stolen devices. We will not facilitate the charging of batteries and will not provide any technical assistance for these devices. Students will not have access to Keeneyville ESD 20's wired or wireless internet to connect their devices.

Consequences for students using these devices for any purpose other than reading books may include but not be limited to:

- Being asked to turn off the device and store it away.
- Having their device taken away according to the handbook policy for electronic devices.
- Being banned from bringing this device to school for a period designated by the administration.

EMERGENCIES - HAZARDOUS WEATHER / ROAD CONDITIONS

School buses sometimes are delayed during the winter months when road conditions prevent ideal service. Should

inclement weather necessitate school closings or schedule changes, this information will be placed on the District website, www.esd20.org, Skylert email and automated phone calls, and also reported on local radio and television stations.

EMERGENCY DRILLS

FIRE PROCEDURES

The fire alarm should be sounded by anyone who sees a fire in the school building or sees smoke coming out of a classroom or from under a door. If smoke is seen coming from under a door, **THAT DOOR MUST NOT BE OPENED**. The fire alarm signal is a continuous blast on the fire alarm horn. After activating the fire alarm, that person should notify the school office immediately.

The following guidelines should ensure safe fire evacuation. Take fire drills seriously at all times. When the fire alarm sounds, follow directions given by the teacher or supervisor. Doors should be **CLOSED** during fire drills. Students should walk quickly and remain silent during fire drills. Teachers must take the classroom red crisis booklet with them upon evacuation. Once outside the school building, teachers are to take roll call to ensure that each student has reached safety. All persons should be prepared to take an alternate route to exit during fire drills. Students should remain in good order when leaving and returning to the school building. It is important to use common sense and behave in a mature manner.

Any person who falsely activates a fire alarm may be suspended from school. In addition, the school administration will notify the proper authorities and may press charges against the person. It is a violation of civil law to activate the fire alarm without just cause.

LOCKDOWN PROCEDURES

Lockdown procedures are followed when it is necessary to physically contain students in classrooms and restrict movement within the school building. A lockdown situation will remain in effect until an **ALL CLEAR** is initiated by the Hanover Park or Roselle Police Department, other law enforcement personnel, or district/school administration.

In the event of a lockdown, parents will be notified via Skylert of the situation and subsequent necessary steps to follow. Information will also be posted on the district website www.esd20.org.

SAFETY HOLD

The district may also experience what is referred to as a ‘safety hold.’ By definition, a ‘safety hold’ is put in place when there is a potential threat outside the building but there is *not an immediate threat to those inside the building*. The building perimeter is secured and all classes are immediately brought into the school building to a secure location.

In the event of a safety hold, parents will be notified via Skylert of the situation and subsequent necessary steps to follow. Information will also be posted on the district website www.esd20.org.

TAKE COVER PROCEDURES

Take cover procedures are followed for threats of severe weather and other types of emergencies. The alarm signal is an intermittent tone.

Treat take cover drills seriously at all times. When the take cover alarm sounds, move to areas designated by the teacher or supervisor following all directions given. Teachers must take the classroom red crisis booklet with them and take roll call once students have taken cover at designated location to ensure that each student has reached safety.

Everyone should stay clear of glass covered openings during these drills. Students should crouch down in take cover position with their head between their legs and interlocking hands around the back of their neck as instructed by the teacher or supervisor. It is necessary for everyone to remain silent in order to hear instructions given over the public address system or by teachers/supervisors. During such emergencies, the school buildings will be 'locked down' and students will be kept at school until weather permits them to leave or a release is given by district/building administration.

EMERGENCY PROCEDURE-NOTIFICATION OF PARENTS

It is very important to have student emergency procedure information on file in the school office. In case of an emergency, school personnel will follow the desired course of action as provided by the parent/guardian during the registration of his/her child(ren). This information should be kept up to date! If there are any changes during the school year, it is the responsibility of the parent/guardian to notify the school office immediately.

School policy is to call the Hanover Park or Roselle Fire Department Rescue Unit in the event of serious accident, injury, or illness. If emergency transportation is provided for a student, the cost of that transportation remains the responsibility of the parent/guardian.

EPINEPHRINE ACT

One of the goals of our school district is to maintain a safe environment conducive to learning. In accordance with the "School Access to Emergency Epinephrine Act," Keeneyville ESD 20 will maintain a stock supply of EpiPens in the office of each school nurse. The Act gives the school nurse and other designated school personnel authority to administer the EpiPen to any student or other individual on school premises whom they believe in good faith is experiencing anaphylaxis.

The EpiPen is an autoinjector prefilled with epinephrine; the drug of choice for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. Health Services Coordinators, administrators, and all teachers have been trained on the proper technique of Epi-Pen administration. Protocol requires that any time an EpiPen is administered; the individual must be transported via ambulance to the Emergency Room.

If your child has been diagnosed with an allergy/health condition that requires the use of an EpiPen, it is still your responsibility to provide your child's EpiPen to the school nurse along with medical orders.

EXTRACURRICULAR ACTIVITIES (School Board Policy 6:190, 7:40, 7:240, 7:300)

1. Participation:

- The student must maintain regular attendance in the extracurricular activity as specified by the activity sponsor.
- Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.
- Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
- Those students participating in extracurricular activities at all schools must adhere to the Code of

- Conduct, including, but not limited to academic eligibility.
- Requires a fee at the middle school level.
 - Team Sports: \$50
 - IMSA Clubs: \$50

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a student is allowed to participate in any extracurricular activities.

2. **Attendance:** Students must be in attendance at least one-half day (one hundred fifty minutes) on the day of extracurricular activity in order to participate in or attend the extracurricular activity.
3. **Physical Examination:** In order for students to participate in any of the interscholastic athletic activities at Spring Wood Middle School, a current physical examination must be on file with the athletic director. A student must acquire a physical examination from a licensed physician, physician assistant, or advanced practice nurse, before being permitted to participate in an athletic conference or non-conference contests. Prior to the beginning of the scheduled contests, the student need only to have submitted to the assistant principal that oversees athletics a parent signed and dated permission slip in which the parent is affirming no knowledge of anything that would physically prohibit the student from safely participating in that specific sport. Physical examinations are valid for exactly one calendar year.

In accordance with the Illinois Elementary School Association's by-law #3.061, a student must have acquired a physical examination from a licensed physician and submitted it to the athletic director before being allowed to try out, condition, or practice.

4. **Middle School Eligibility Policy: No Fs and earning a minimum 2.0 grade point average (or making significant progress towards content mastery in classes).** Student athlete academic eligibility will be evaluated weekly for continued participation in practices and games. In the event a student is not meeting academic eligibility requirements, the coach will work with the athlete to develop a plan for reinstatement for participation and will be reviewed for reinstatement at the end of the week. Any students ineligible three times during a single season will be removed from that team. No refund for fees will be provided.
5. **Conduct:** Any student whose conduct is unacceptable during the school day may lose his/her privilege to attend after-school activities. Please see the *Spring Wood Middle School Sports Agreement* for detailed information.
6. **Extra-curricular Activities Participation for Home-School Students** Students who are homeschooled, and with documented proof of registration from the DuPage County Regional Office of Education, may participate in extracurricular activities contingent upon the following:
 - The student must maintain consistent attendance in the extracurricular activity. The same expectations will be in effect as those of enrolled students.
 - Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.
 - Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
 - The student must show proof of accident insurance coverage by a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
 - Those students participating in extracurricular activities at Spring Wood Middle School School must adhere to Code of Conduct, including, but not limited to academic eligibility.

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a

student is allowed to participate in any extracurricular activities.

FITNESS CENTER INFORMATION-(Spring Wood Middle School)

Spring Wood Middle School implements a Physical Education fitness program that utilizes a fully equipped, state-of-the-art Fitness Center. The fitness center contains multiple pieces of age-appropriate resistive and aerobic equipment, as well as computerized assessment stations.

Our fitness program is a mandatory component of the PE program at each grade level. All students must participate in the fitness program unless there is a documented medical reason prohibiting their involvement.

FOOD SERVICE - FREE OR REDUCED-PRICE LUNCH - RECESS

Elementary students have a lunch period and a supervised play period every day. Every effort is made to have the children spend at least part of this time outdoors. **Therefore, please dress your child according to the weather conditions. During the winter, children go outside unless the wind chill factor is below 10 degrees, or they have a written doctor's note. Keeping a hat, a pair of gloves and a scarf in your child's backpack is a good idea. Having them wear boots and snow pants to school when there is snow on the ground is also a good idea. Students will not be allowed to play in the snow unless they are wearing snow pants and boots.**

Keeneyville School District 20, through a third party service, offers a breakfast and hot lunch program on all full days of school and breakfast on all half-days. The district also participates in the National Free and Reduced Lunch program, which provides free or reduced-cost meals for qualifying families. Applications for the National Free and Reduced Lunch program are available during the registration process or from your school secretary.

Parents/guardians can choose to pre-pay for breakfast or lunch through our on-line parent portal. Prices are listed on the breakfast/lunch order forms. When parents send money to school for breakfast/lunch, they should make the check out to "Keeneyville School District 20" in an envelope with the parent's name, student's name, teacher's name and student's grade on the outside.

GRADUATION (PROMOTION) CEREMONY PARTICIPATION (See Promotion/Retention)

All 8th grade students participate in the promotion ceremony at Lake Park High School. No student will be excluded from participating in the ceremony due to poor academic performance (grades, GPA, etc...). The Promotion Ceremony is an opportunity for students and their families to celebrate the transition from an elementary experience to a high school experience. However, any student that demonstrates habitual poor behavior, poor decision-making, and/or commits a suspendable offense may risk losing his/her participation in the Promotion Ceremony at Lake Park High School.

In addition to the promotion ceremony at Lake Park High School, all 8th graders have an opportunity to participate in the 8th grade party and the 8th grade boat trip. Eligibility for participation in the 8th grade party and the 8th grade boat trip is based on the following criteria:

- 1. Minimum 2.0 8th grade year cumulative GPA (grade point average);**
- 2. Passing grade on a United States Constitution Test;**
- 3. All District 20 property returned with no unpaid balances and/or fines;**
- 4. Less than 5 Office Discipline Referrals during 3rd trimester;**
- 5. Less than 5 Tardy Policy Violations; and**
- 6. No suspensions (including bus and/or in or out of school suspensions).**

Monitoring of the eligibility expectations will be reviewed with students throughout their 8th grade year during

advisory and again at an assembly immediately before the start of 3rd trimester. Please encourage your student to make choices that will allow him/her to participate in the events designed to celebrate his/her time as a student in District 20.

HALL PASSES

Where applicable, students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

HOMELESS CHILDREN (Board Policy 6:140)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A homeless child is defined as provided in the McKinney Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school.

HOMEWORK (School Board Policy 6:290)

Homework assignments are given to:

1. provide essential practice in needed skills;
2. train pupils in good work habits;
3. afford opportunities for increasing self-direction;
4. help teach proper budgeting of time;
5. bring pupils into contact with outside learning resources; and
6. promote growth in responsibility.

All homework must be handed in on time, as specified by the teacher. Special allowance will be made for assignments missed due to excused absences. It is the student's responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. Students will have one day for every day the student was absent to complete make-up work.

It is recommended for short absences of three days or less, parents and students consult Skyward in grades 6-8 or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by calling the school office. It may take up to 24 hours to complete this request

Parents can help by:

1. providing proper study surroundings;
2. contacting teachers concerning homework excesses;
3. allowing the student to do his/her own homework in his/her own words and handwriting;
4. checking each day to see if the student has homework; and
5. checking homework through the district online student management system for grades 6 – 8.

LOCKERS – Middle School Only (School Board Policy 7:140)

Some students are assigned hallway and gym lockers. It is the student's responsibility to see that his/her locker is kept locked and in good order at all times. Only school combination locks are to be used; and students should not share their combinations with other students.

Students should obtain study materials for their morning classes when they arrive in the morning and materials needed for the afternoon classes during their lunch period. No one should leave classes to go to his/her locker without special permission.

Lockers are the property of the school district. The administration reserves the right to enter, inspect or search all lockers periodically in order to protect the learning environment and other students. This may include canine searches.

MEDICATION POLICY AND PROCEDURE (School Board Policy 7:270)

Medication Policy-Administering Medicines to Students

In the absence of a school nurse, a properly trained designee will administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children before they leave to school. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication Procedure

Many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities, learning disabilities or illness. It is more desirable for medication to be administered in the home than taken in school. However, a student who is required to take medication (prescription and non-prescription as well as supplements) during the regular school day must comply with the following regulations.

- A written order is to be provided to the school from a physician detailing the name of student, name of drug, physician's name and telephone number, dosage, time interval in which the medication is to be taken and reason for medication using the district's *Medical Authorization Form*. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication.
 - Students may use cough drops with written permission from parents. The cough drops must be in an original and unopened sealed package. A note for cough drops is good for five days.
- All medication must be provided by the parent in the original container. The container must be housed in the nurse's office.
- All non-prescription medication must be brought to the school in the original unopened package. The sealed container must be housed in the nurse's office.
- Pain and fever medications such as Tylenol and Motrin, as well as cough drops, are not school supplied items.
- All medication shall be brought to the school office by the parent, guardian or other designated adult. If this is not possible, please contact the school nurse to make other arrangements. The school's administration shall provide a locked space for safe storage of medication.

- Medication shall be self-administered, under the supervision of the school nurse or other designated personnel.
- The student shall report to the school office at the appropriate times in order to take the medication.
- The school nurse shall keep a written record of all administration of medication. This record shall include:
 - what medication was taken;
 - by whom it was taken;
 - when it was taken (date and time); and
 - the person who supervised the taking of the medication.

In the event a dosage is not taken as ordered, the reasons shall be entered in the record and parent(s)/guardian(s) will be notified.

- Medications shall not be administered to students by a school employee until a completed and signed School “Medication Authorization Form” is submitted by the student’s parent/guardian, except in emergency situations where the parent/guardian cannot be available in sufficient time or the student cannot reasonably self-administer the medication.
- The student’s parent/guardian shall remove any unused medication from the school at the end of the drug therapy. If a student’s parent/guardian fails to remove unused medication by the end of the school year, the Health Services Coordinator shall appropriately dispose of the unused medication in the presence of a witness and document that medications were discarded.
- Students are not permitted to have any medication (prescription or non- prescription) on their person, except in cases where the physician’s written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedure contained herein shall be followed to the maximum extent possible so that the school’s administration is aware of the possible need for medication during school hours.

The school nurse or building administrator reserves the right to question the effectiveness of the medication being taken during school hours by contacting the student’s parents and/or the attending physician. The school district shall retain the right to reject requests for medication to be taken at school, subject to the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-Tiered System of Supports (MTSS) is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. MTSS involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions.

MTSS has three important parts: 1) A multi-tiered model of school supports, 2) Using a problem solving method for decision-making at each tier, and 3) Using data to inform instruction at each tier.

PARKING LOTS

Our main goal is to have our students be safe when being dropped-off or picked-up at school. Please remember, that when you drop-off or pick up your child(ren) from school, please enter the parking lot at the designated entrance. Please do not pick-up or drop-off your child(ren) in an area that is not a designated pick-up/drop-off

zone. With all the traffic we have during the peak times, it can be dangerous for students to cross the street and our pick-up/drop-off lanes. Also, please proceed with caution through the drive and avoid going around cars where students are loading. Thank you for your assistance in helping keep our students safe. Please take some time to review the specific procedures at the various schools.

PEST MANAGEMENT AND ASBESTOS ABATEMENT

In accordance with new state laws, our school district has adopted an Integrated Pest Management program. Integrated Pest Management is a common sense, comprehensive approach to pest control that emphasizes pest monitoring, habitat modification and the use of least hazardous controls to evaluate and eliminate pest problems. Applications of pest control materials are made only when necessary to address a specific, identified pest problem. Regular spraying of pesticides is not part of the school's pest management program. **If you would like to receive notification prior to the application of any pest control materials subject to the notification requirements, please contact the school office.**

An Asbestos Management Plan is maintained by and is available at the District Business Office during regular business hours.

PETS

Our "No Pets" policy at school is between 7:00 a.m. - 4:30 p.m. Pets are not allowed on school grounds when students are on campus due to allergies and the unpredictability of animals. Signs are posted on our campuses. We appreciate your help in keeping our students safe.

PROMOTION/RETENTION

A student may be retained when it appears (s)he will benefit educationally from such action. While the teachers and school administration shall confer with the parents regarding this matter, the final decision shall be made by school staff.

Parents will be notified if there is a possibility that their child will be retained because of poor academic progress in relation to the student's ability. Such notice will contain

- information regarding promotion/retention policies;
- information regarding the status of the child's academic progress; and
- comments and suggestions which, if followed, should enable the child to be promoted.

If the student continues to receive unsatisfactory grades and has not shown a positive change in attitude, effort and industriousness, formal plans for grade-level retention will begin. At this time, the parent(s), child, teacher, and administrator shall have a conference to review and discuss an educational plan designed to help the child improve.

Failure to pass Illinois and Federal Constitution tests will be cause for an eighth-grade student to be retained until such tests are passed, in accordance with The School Code of Illinois.

PUBLICATION OF STUDENT PHOTOS

Keeneyville ESD 20 believes in the importance of communicating with parents and community members. In an effort to improve these communications, many teachers are interested in posting student work on district approved web sites or in school-sponsored publications. However, first and foremost, we are concerned about the safety of the students.

- Student photos or images to be published **with** identifying information require a “Web/Social Media Permission Form Participation and Posting/Publishing Student Information” signed by the student’s parent or guardian to be on file with the district for each student who is pictured in the photo.
- This permission is valid for the current school year only and the Web/Social Media Permission Form Participation and Posting/Publishing Student Information form will need to be signed at the beginning of each new school year.
- Permission may be revoked at any time by notifying in writing the principal of the school that the child attends.
- The one exception to this policy is that individual student photographs and names will be printed in each school’s yearbook. This yearbook can only be purchased by students, or their parents, currently enrolled in one of the district’s schools.

From time to time, Keeneyville ESD 20 may publish photographs or images of students that do not identify them in various school publications without parental consent.

Publications in which your child’s photograph or image may appear (without identifying information) include, but are not limited to, school brochures, video recordings, school newsletters and the District’s website.

- Information posted on the District’s website will be available to all users of the Internet.
- Keeneyville ESD 20 cannot restrict either the scope of the audience or the use of such information by individuals acquiring District publications or by visitors to the District’s website.
- Parents have the opportunity to inspect, copy, and challenge the contents of the above-described information.

REGISTRATION

Parents will not be allowed to register students for the upcoming school year unless proof of residency is provided from the categories listed below. Only the specific documents listed in each category will be accepted towards proof of residency. Beginning with the 2019 - 2020 school year all Keeneyville ESD 20 families with students in the school district will be required to verify residency on a yearly basis.

Category I (one document required along with Photo ID):

- Home ownership title, deed, or mortgage statement
- Most recent property tax bill and proof of payment
- Apartment lease (signed and dated within the current school year with lessee of the unit listed and proof of last month’s payment)

Category II (two documents with current District 20 address):

- Gas / Electric / Water Bill (most recent)
- Vehicle Registration (current)
- Voter Registration (current)
- Bank Account Statement (current)
- Home/Apartment Insurance Policy (current)
- Public Aid Card/Medical Card (current)
- Loan Payment Book

Fees:

Kindergarten Registration Fee	\$130.00 per child
Grades 1-8 Registration Fee	\$130.00 per child
Grades First - Eighth Grade Technology Fee	\$45 per child

If there is a family in need, there is a fee payment option for registration fees only. Please ask a school secretary for an application form.

*Parents pay for a maximum of 2 children in grades 1-8. (The fee for kindergarten is separate and not included when determining the maximum number of children who pay.)

Families requesting a waiver for registration fees need to submit the Waiver of Fees Application form and the required documentation for review. You will receive written notification if your waiver request has been granted or denied.

Waived fees: The only fees that will be considered to be waived are registration fees.

Fees that will not be waived: technology, laptop computer or Chromebook insurance for accidental damage and warranty, extra-curricular fees, team sports, Clubs, curricular materials, yearbook, gown, P.E. uniforms and locks, other lost materials, replacement ID's or planners, lost equipment, overnight trips, etc.

SCHOOL HEALTH INFORMATION (Board Policy 7:100)

I. Physical Examinations and Immunizations

Students entering kindergarten (or first grade if not previously enrolled in kindergarten), sixth and ninth grades at any Illinois public or private school (including charter schools) must provide proof of physical examination on a form approved by both the Illinois Department of Public Health and the Illinois State Board of Education. Students entering an Illinois school from out of state or out of country for the first time at any grade level must also provide the physical exam form. The exam must be completed no earlier than a year (365 days) prior to the start of attendance at an Illinois school.

Following are the physical examination and immunizations requirements for the state of Illinois:

STATE REQUIRED HEALTH RECORDS										
	<u>Pre-School</u>	<u>Kindergarten</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Complete Certificate of Health Examination	XX	XX	X	X	X	X	X	XX	X	X
Dental Exam Proof or Waiver		XX	X	XX	X	X	X	XX	X	X
Visual Exam Proof or Waiver		XX	X							
All Required Doses of HIB Vaccine for Age	XX									
All Required Doses of DPT Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Polio Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Measles Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Mumps/Rubella Vaccine for Age		XX	X	X	X	X	X	X	X	X
All Required Doses of Varicella Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Hepatitis B Vaccine for Age	XX						XX	X	X	X

XX indicates action required.

X indicates the exam or immunization should have been done previously and is required.

- **OUT-OF-STATE TRANSFER PHYSICAL** (an out-of-state or out-of-country transfer student must present a health examination that was completed within one (1) year prior to entry into an Illinois school. The health exam should be completed on a State of Illinois health form and provided within 10 days of entering the Illinois school.)

- II. Hearing Screening is required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K,1, 2 and 3.
- III. Vision Screening is required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K, 2 and 8.
- IV. Religious and Medical Exemption

Religious and Medical Exemption, as defined by Illinois Department of Public Health is as follows:

The local school authority is responsible for determining whether the information supplied on the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form constitutes a valid religious objection.

- The local school authority shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures, should there be an outbreak of one or more diseases from which the student is not protected, in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- Exempting a child from health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Section 27-5 through 27-7 of the Illinois School Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7]. A separate request for exemption from physical education, if desired, would need to be presented.

SEXUAL HARASSMENT (Board Policy 7:20)

No student shall be subjected to sexual harassment or intimidation by any school employee, by other students and/or by the effect of any school policy or practice. If a student is found guilty of sexual harassment, he/she will receive up to a ten day out of school suspension with a possible recommendation of expulsion.

SNACKS

One of the goals of our school district is to maintain a safe environment conducive to learning. Based on the severe allergic reactions that some of our students and staff have, there are some proactive measures we have put in place. These measures are intended to strengthen the safety of our students and staff with food allergies. Each building will inform their parents of the snack/party guidelines.

SOCIAL ACTIVITIES

The rules listed below should be followed at all school-sponsored functions:

1. Arrive no earlier than fifteen (15) minutes before the activity is scheduled to begin, unless directed otherwise by school personnel.
2. The approximate ending times for an activity will be announced before the event takes place. Transportation arrangements should be made ahead of time so that telephone calls are not necessary. In the event that an emergency necessitates a telephone call, students should feel free to speak to the teachers or school administrator attending the activity.
3. While attending school events, please follow these guidelines:
 - a. Regardless of whether the social activity is at our own school or at the site of another school, please stay inside the building. You will be asked to leave the school grounds if discovered outside the

- school building without authorization from school personnel.
- b. Be a good sport and a courteous spectator at all times. Please refrain from booing. You may be asked to leave the activity for inappropriate behavior. You are a full-time representative of Keeneyville ESD 20.

STUDENT EQUITY AND EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, sexual orientation, economic and social conditions, or actual or potential marital or parental status.

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

Any student may file a discrimination or sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

STUDENT PLACEMENT

District and building administration do not accept individual requests from parents. Please understand that students will not be placed by preference, but are placed by educational need.

Student transfers from non-accredited private schools and home schools will be evaluated to determine proper grade placement. The placement will be considered temporary while the district evaluates the academic level of the student for the first thirty days.

STUDENT RECORDS (School Board Policy 7:340)

Upon a written request filed with a school administrator, the parents of any student shall have the right to review and request copies of official records directly related to their children. Per federal guidelines, the cost to copy student files is \$.10 per page. Parents may challenge the contents of the records and request a hearing.

Student temporary records will be destroyed five years after the student has transferred, been promoted, or otherwise permanently withdrawn from the school district. Permanent records are maintained for a period of sixty (60) years after the student has transferred, been promoted, or permanently withdrawn from school.

The District may release personally identifiable directory information, photos and videotapes of students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward by submitting a written request to the building principal. Directory information shall be limited to

- name;
- address;
- gender;
- grade level;
- birth date and place;
- parents'/guardians' names and addresses;
- academic awards, degrees and honors;
- information in relation to school-sponsored activities, organizations and athletics; and

- period of attendance in school.

Note to divorced parents - Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail or email *when they are requested* by either parent, unless there is a court order to the contrary.

STUDENT SERVICES

The Office of Student Services is a division of the school system that oversees a broad range of programs and services that directly support and encourage our students to succeed. Programs and services delivered are as follows:

- Special Education Programs Grades EC-8th Grade
- Child Find/Screenings
- Private/Parochial School and Home-schooled Participation
- Child Find Activities
- Home/Hospital Services
- Services Plan Program
- Section 504 Plans
- Bilingual Services

Keeneyville ESD 20 is committed to providing a full continuum of alternative programs to meet the individual educational needs and learning styles of each child. The district is also committed to supporting and creating a collaborative work culture that encourages student support staff, general education staff, and parents to work together to provide the best education possible for all students.

Behavioral Interventions for Students with Disabilities

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

TECHNOLOGY (School Board Policy 6:235)

Access to the Internet

The Board of Education's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. "Internet" includes all information accessed by Internet sites, e-mail, on-line services and bulletin board systems.

The school district is not 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 district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the Internet shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of the students.

The Internet is part of the curriculum and is not a public forum for general use.

Acceptable Use Policy (Board Policy 6:235)

Keeneyville ESD 20 makes available to all students computer, network, and Internet access. The use of the District's network and equipment to access the Internet is a privilege, not a right. Inappropriate use of the network, its equipment or the Internet will result in cancellation of that privilege. At the beginning of each school year every student and parent/guardian must sign the acceptable use policy through the on-line registration process.

Acceptable Uses

Through the use of the District's network and equipment, students can access the Internet to locate hundreds of resources, databases, libraries, images and computer services from all over the world. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner for appropriate educational uses only. All student use of the District's network, equipment, and the Internet must promote educational excellence by facilitating resource sharing, innovation, and communication; or support education and/or research, and be in furtherance of the educational mission of the District.

Unacceptable Uses

Any use which disrupts the orderly operation, threatens the integrity or the efficient operation of the District's network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; or constitutes gross disobedience or misconduct is an unacceptable use. **The failure of any student to follow the terms of the Acceptable Use Policy will be subject to disciplinary action up to and including restriction of privileges, and/or appropriate legal action.**

Unacceptable uses of the District's network specifically include, but are not limited to:

- Using the Internet to disclose personal information such as full name, home address, age, telephone number, or any personally identifiable data (photographs), of oneself or any other person;
- Using the Internet to harass, insult, threaten or attack others (cyber-bullying);
- Using the Internet to access, submit, send, publish, or display any e-mail, instant messages, documents, or other communications that are abusive, obscene, profane, sexually oriented, lewd, vulgar, threatening, racially offensive, harassing, defamatory, or inaccurate;
- Using the Internet to subscribe to or purchase services or products;
- Using the Internet to access gambling sites;
- Engaging in any Internet activity that violates Board or administrative policy or directive, local, state, or federal law;
- Downloading unauthorized software;
- Loading unauthorized software;
- Engaging in plagiarism or copyright infringement;
- Entering chat rooms and using direct electronic communications (Instant Message services);
- Using technology for financial or commercial gain, or for promoting political views;
- Visiting any social network site; and
- Elevating or attempting to elevate privileges beyond what was designated.

Installation of Software

No user may install software on District owned hardware or the District system. All users are required to report the existence of any unauthorized software on individual computers or the network.

Privacy Statement

There is absolutely no expectation of privacy when using the District's network, equipment, e-mail system, or the Internet. All communications and documents stored on, or sent to or from the District's network may be monitored by the District.

Vandalism

Vandalism is defined as any deliberate or intentional attempt to harm or destroy District technology, the District's network, or its equipment or data and is strictly prohibited. Students who vandalize will lose access to the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including suspension, and/or appropriate legal action.

Some examples of vandalism include, but are not limited to:

- Changing the computer system settings, altering the screensaver or desktop image, or uninstalling programs;
- Modifying, destroying, or corrupting the data of another user or the District network;
- Modifying, destroying, or corrupting District equipment or software;
- Creating and uploading of computer viruses; and
- Using another's access privileges, password or accounts or attempting to gain unauthorized access to network resources.

In the event that district-owned equipment becomes damaged or disabled due to normal usage, the student must immediately notify the teacher.

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 an individual such as the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at one's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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. The District will cooperate with local, state and federal authorities in any investigation concerning or relating to any illegal activities conducted through Keeneyville ESD 20's technology.

Internet Safety

The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by the students themselves. Keeneyville ESD 20 strongly recommends parents and guardians discuss the Internet Safety suggestions with their students.

TRANSPORTATION POLICIES (School Board Policy 7:220, 4:110)

Keeneyville ESD 20 currently provides transportation to those pupils who reside more than 1 1/2 miles from the school building or live in a designated hazard area. It is suggested that students be at their assigned bus stop 5 minutes before the designated pick up time.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

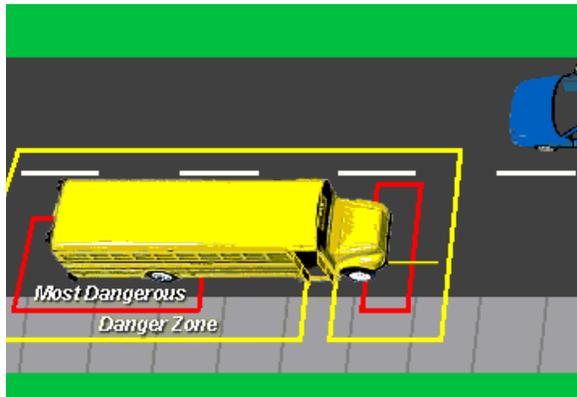
Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy;
2. Willful injury or threat of injury to a bus driver or to another rider;
3. Willful and/or repeated defacement of the bus;
4. Repeated use of profanity;
5. Repeated willful disobedience of a directive from a bus driver or other supervisor; and
6. Such other behavior as the building administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. No recording or images should be taken at any time on the bus.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something.



(Bus students only) If you choose not to have your child ride the school bus home on any given day, a note or phone call to the office stating this will be required from a parent.

If your child travels to/from school by car, walks, goes to day care, etc., and the form of transportation changes on any day, please call the school office no later than one hour prior to the end of the day.

If the school office does not receive a phone call or note from a parent or guardian, the child will take their normal route of transportation home.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

For questions regarding school transportation issues, contact the school office.

VISITORS (School Board Policy 8:30)

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the school's office and present valid identification to be processed through our Raptor system. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Parents wishing to observe a classroom must coordinate through the teacher and building principal. Care must be taken to avoid a disruption of the classroom learning environment. In most circumstances, observations should not last longer than one class period.

The school district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Board of Education member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;

3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco or look alike products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons or look alike;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
11. Violate other district policies or regulations, or an authorized District employee's directive.