

Midwest Central Primary
School

2015-2016 Student Handbook

FORWARD

This student handbook has been prepared for students and parents to help better understand school policies and procedures. The handbook is a general overview and guideline of expectations, but it is not an all-inclusive contract. This handbook may be amended during the school year without notice. Midwest Central Primary School has an excellent staff of teachers dedicated to the education of our youth. We pledge to work diligently for quality education for the youth of Midwest Central Unit School District #191. We encourage parents to take a few moments to sit with your child and review the guidelines found in this handbook. Board policies are available to the public at the Unit Office and on the District's website at www.midwestcentral.org. We welcome you and your family to the Midwest Central School System.

PHILOSOPHY

It is the expressed desire of the Midwest Central Board of Education, administration, and instructional staff, that all students at Midwest Central Primary School enjoy academic success and the activities provided. It is hoped that each student will work to acquire the necessary skills for promotion. This goal is not arbitrarily attained but requires a concentrated effort by three important parties: the student, the parent, and the instructor. Daily attendance, timely completion of assignments, preparation for tests, cooperation with instructors, and a willingness to understand and work within the guidelines stated in this student handbook are all major components for a successful learning experience.

NONDISCRIMINATION STATEMENT

Midwest Central CUSD #191 shall provide equal employment opportunities to all persons regardless of their race, color, religion, nation origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Midwest Central CUSD #191 equal education and extra-curricular opportunities shall be available for all students without regards to race, color, nation origin, sex, religious beliefs, physical or mental handicap or disability, status as homeless or actually or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex, or any other legally protected status, except that the District remains view point neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Mr. Jeff Thompson, Title IX coordinator. Mr. Thompson is the coordinator of sex equity (Title IX), minorities and all non-discrimination issues. Mr. Thompson can be reached at 450 Southmoor Manito, IL 61534 or at (309) 968-6464. Inquiries may also be referred to the Office for Civil Rights, U.S. Department of Education, 111 North Canal St., Suite 1053, Chicago, IL 60606-7204.

Section 504: It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2) has a record of such an impairment; or 3) is regarded as having such an impairment. Due process rights of handicapped students and their parents under section 504 will be enforced. Mr. Rodney Norris is the coordinator of Section 504 activities for the Midwest Central High School. He can be reached at (309) 968-6868.

Behavior Intervention Guidelines: In compliance with PL 89-191, the District has adopted Behavior Intervention Guidelines for students with disabilities. For those requiring additional information on the policy, contact Mrs. Sara Porter, Special Education Administrator for District #191, at 968-6464.

SCHOOL DAY

School begins at 8:00 A.M. and is dismissed at 2:40 P.M. All students will be dismissed together.

MORNING ARRIVAL AT SCHOOL

The doors of the school building open at **7:45** A.M. Students are to arrive at school between 7:45 A.M. and 8:00 A.M. Students needing breakfast will report directly to cafeteria, all other students report directly to their homeroom. Attendance will be taken at 8:00 A.M. Students are considered tardy when entering the classroom after 8:00 A.M. Late arrivals due to unexpected busing issues will be excused.

VISITORS AND GUESTS

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School Property – School buildings and grounds, all District building and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or any other school-sponsored event.

Visitor – Any person other than an enrolled student or employee.

The Superintendent or designee may post certain school facilities for the communities use on non-school days when they are not being used for school purposes.

Midwest Central Primary School will be locked beginning at 8:10 each morning. All visitors wishing to enter the school building will be required to request entry using the buzzer located outside of the main entry doors. Visitors will be asked their name and the reason for entering the building. To ensure security, we ask that those entering the building do not let additional persons into the building when entering or exiting the building. All visitors must request entry into the building using the buzzer system.

Once in the building, all visitors to school property are required to report to the Main Office and receive permission to remain on school property. Visitors must remain in the Office until either the person whom they hope to see comes to the office or they are escorted or directed to the appropriate areas of the school. All visitors must sign a visitor's log, show identification, and wear a visitor's badge as requested by staff. When leaving the school, visitors must return their badge. Persons on school property without permission or not complying with the provisions of this policy will be directed to leave and may be subject to criminal prosecution.

Visitors may not move about the building without following this process.

Any person wishing to confer with a staff member must communicate with the staff member at school in advance to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Visits for the purpose of conferring with a staff member without prior arrangements are not permitted.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is (i) attending a conference at the school with the school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

CLOSED CAMPUS

It shall be the policy of the Board of Education that all schools in Midwest Central shall have a closed campus. Students in grades K-5 may receive permission to go home for lunch. Written permission from the parent must be provided. Students will only be allowed to go to their own home. Parents must be present each day the child is to leave for lunch. This privilege may be revoked by the building level administrator.

LUNCH PROGRAM

1. Monthly hot lunch menus are printed and sent home
2. **All students will be provided lunch, free of charge, through the Community Eligibility Provision**
3. Students may also bring their lunches
4. Students may not bring soda to school

BREAKFAST PROGRAM

A breakfast program is available for all students. Breakfast is served in the cafeteria from 7:45 A.M. to 8:00 A.M. Students **MUST** report to the cafeteria before 8:00 A.M. in order to be served so that the start of the regular school day is not delayed. Exceptions will be made, if needed, due to late arrival of buses.

1. Monthly breakfast menus are printed and sent home
2. **All students will be provided breakfast, free of charge, through the Community Eligibility Provision**

GUM, CANDY & TREATS

PLEASE NOTE: All treats brought to school for sharing **MUST** be prepackaged. Homemade treats are **NOT** allowed due to potential health concerns. Careless disposal of gum in drinking fountains, on furniture, and floors presents sanitation and cleaning problems and costly repair. Therefore, chewing gum in school will not be permitted. Candy and other treats are only permissible on special occasions.

PARTY INVITATIONS

To avoid hurting the feelings of students left out, party invitations may be handed out at school as long as the entire class receives an invitation.

ATTENDANCE POLICY

It is very important that students be in school every day. Irregular attendance is one of the most frequent causes of unsatisfactory work and school failures. When absences are necessary, an adequate excuse must be given by the student's parent or guardian. The student will receive full credit for make-up work completed as the result of an excused absence. It is the student's responsibility to confer with teachers regarding make-up work. Without an adequate excuse, the absence will be marked unexcused.

Valid cause for absence – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined Board of Education, or other such circumstances which cause reasonable concern to the parent for the safety or health of a student.

A student who is excessively absent, even though previous absences have been excused, may be required by the Administration to present a doctor's certificate to show proof of valid illness or health condition which required the student's absence for any days missed. Upon notice of required doctor's verification due to excess absences, any additional emergency absences must be approved in advance by the Administration in order to be an excused absence.

State law requires that any student under the age of 17 attend school. The law requires that any student under the age of 16 who is truant more than 5 percent of the last 180 days have a truancy report filed. A truancy report may be filed for any student demonstrating an excessive pattern of absences. The truancy officer from the Regional Superintendent's office will work with the family toward improving attendance habits.

STUDENT ABSENCE

1. When the student is absent, parents should call the school between 7:30 and 9:00 A.M. (968-6464). The school will telephone parents who have not contacted the school by 10:15 A.M.
2. If no contact is made with the school on the day of the absence a note should be sent with the student upon returning to school providing the reason for the absence.
3. Students will not be allowed to leave the school grounds unless they are excused to leave with their parents or an authorized person during the school day. Parents or guardians must come to the school office to sign their child out of or back into the school.

UNEXCUSED ABSENCE

Students skipping classes or missing school for reasons that are not accepted by the school will be given an unexcused absence for that day or days. Parents are to notify the school the day their child is absent and state the reason for the absence. Failure to notify the school regarding a child's absence will result in the child receiving unexcused absence.

In cases of unexcused absences, the County Truant Offices may contact the home to ascertain the reason for the absence.

PRE-ARRANGED ABSENCE

Parents who take their children on extended vacations while school is in session must pre-arrange the absence if it is to be excused. Students should bring a letter from their parents requesting the absence and specifying the days to be missed. Failure to pre-arrange the extended absence may result in the student's absences being counted as unexcused. When appropriate and requested, work will be given ahead. However, there will be some work that, by necessity, will need to be made-up at school upon the student's return.

Rules governing make-up work will apply.

Students miss important interactions with students and teachers when gone for extended periods of time. It is important to avoid extended absences whenever possible.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. *See also Board policy 6:150.*

HOMEWORK

There are expectations for students at Midwest Central Primary School for work to be completed outside of class when needed. It is the responsibility of the entire school community (students, teachers, principal, parents, and support staff) to provide opportunities for student success. The staff works very hard to design and implement homework that can be completed in a reasonable period of time. Daily work provides necessary practice for students to enable them to have long-term success. We expect the students to have their work done correctly, neatly, and on time.

MAKE-UP WORK

All make-up work must be promptly completed and given to the teacher. Make-up work that is not completed by the deadline set by the teacher may receive a grade of zero. The deadline will be based upon the number of days of absence. For example, if your child is absent for 2 days, he/she will have 2 days to make up the work. Parents who wish to request make-up work may do so after the student's second day absent (**please call the office before 10:00 AM**). Work will be available for pick-up in the school office at the close of the day. It is the responsibility of students to secure the list of missed assignments from the teacher.

MATERIALS / CURRICULUM

All materials selected for student and classroom use follow established School Board procedures. Questions or concerns about materials or curricula should be directed to the individual building administrator for additional information.

RESPONSE TO INTERVENTION (RTI)

Changes in federal and state laws have directed schools to focus more on helping children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention or RtI. It is our belief that all students can learn. We also believe that it is our responsibility, as an educational institution, to analyze the academic and social progress of our students.

Purpose of RtI

RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Benefits of RtI

Perhaps the greatest benefit of the RtI approach is the elimination of a "wait and fail" situation because students get help promptly within the general education setting. As assessment data indicates a specific deficit area for a student or group of students, interventions are put into place to address these concerns. While interventions are taking place, school staff monitors the progress that the students are making in their deficit area(s). These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

Process of RtI

At Midwest Central Primary School, all students participate in RtI. All grade levels have a designated time each day that is dedicated to RtI interventions and enrichment. An academic screener is administered three times per year—fall, winter, and spring. The data collected from this screening guides the decision making process in determining which intervention(s) each student will receive. Those students performing below an established percentile in any given subject area will be placed in a scientifically-based intervention that will address skill deficits and other factors that may contribute to the underperformance of the student. Students performing at or above average in all subject areas will be placed in either a reteaching group or an enrichment group. The reteaching and enrichment groups are designed to challenge students beyond the classroom curriculum.

In addition to the RtI time each day, students may also qualify for pull-out interventions. Pull-out interventions take place in addition to the RtI time each day. These interventions are offered to students who are performing below grade level in more than one subject or those students who are experiencing a uniquely difficult ability to make gains in one or more academic areas.

All students who receive an academic intervention during either the RtI time or through pull-out interventions are progress monitored twice per month. This data will be charted to assess the academic gains of the student. Subsequently, the data is then used to determine if intervention changes are required

ENROLLMENT

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

PLACEMENT REQUESTS

Midwest Central Primary School respectfully requests that parents honor the professional judgments of the faculty and administration concerning student placement. Parental requests will not be taken. You may, however, submit a letter describing your child's learning style or any special circumstances of which you feel we should be aware during the placement process. We believe we have assembled the best teachers committed to ensuring a successful school year for your child! If your child is having difficulty after the new school year begins, please contact your child's teacher and share your concerns with him/her. Our teachers want to work with you and your child to ensure a positive learning experience. Please be aware that the final decision on all placements rests with the administration.

TRANSFERRING TO ANOTHER SCHOOL

To transfer to another school, the student must obtain a withdrawal slip from the office. All books, supplies, and equipment must be returned to the proper instructor or department and outstanding fees must be paid.

WAIVER OF STUDENT FEES

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal meal program. *See also Board policy 4:140.*

INSURANCE

School insurance is available as a service. Parents/guardians are urged to read the information and make a decision considering this item.

PHYSICAL EDUCATION

1. All students are required to participate in physical education. A parent may excuse a student from participating in physical education for up to two days. The only other exceptions must be medical excuses from a doctor of medicine.
2. Those students excused from physical education will not be allowed to participate in recess if recess is held outside.
3. Only athletic shoes are to be worn during P.E.
4. Weekly grades will be given to grades four and five.

FLOWERS-DELIVERIES-SELLING

It is good to remember others at special times. However, to do so at school sometimes interrupts the educational process. Please do not send flowers, balloons, etc. to school. Also, selling candy or other items for other organizations is prohibited at school

TELEPHONE USE

The office telephone is for staff use only. School personnel will make calls in case of illness or emergency.

PERSONAL PROPERTY

Students are responsible for their own property. The school shall not be responsible for lost, stolen, or damaged property. For their own protection, do not bring electronic devices, expensive watches, rings, large sums of money, trading cards, laser pointers, any of the latest gizmos, etc. to school. Students are expected to respect all property. In addition, personal items are not to be sold, traded, or given away at school.

SCHOOL NURSE

The school nurse is here daily. Students should report to the nurse at anytime they are sick or have had an accident. Students are to check in the school office if the nurse is absent. Students may not call home on their own.

MEDICAL NEEDS

- A. In order to provide for the well-being of students, under exceptional circumstances, medication may be administered during school hours by an administrator, school nurse or designated employee, at the written request of the parent or guardian and under the written orders of a physician, using the School Medication Authorization Form. If the student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
- B. The parent or guardian requesting that the necessary medication be administered to a student shall complete the Form, and have the Form completed by the physician prescribing the medication. The completed School Medication Authorization Form is to be returned for approval to the student's building principal or school nurse. The Form will be kept in a secure location in the main office or nurse's office. The Form is required for all necessary prescription and over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol).
- C. Other than asthma medication (see section E. below for more details about asthma medication), to protect the safety of students taking prescribed medications, other students, and to prevent theft or loss of medications, students shall not possess any prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. Due to the possibility of adverse reactions and possible interactions with other medications, no District personnel shall administer, supply, offer or deliver to any student any medication of any kind, including over-the-counter medications, unless the parent/guardian has authorized the taking of such medication in writing, using the School Medication Authorization Form, and the physician has ordered that is absolutely necessary for the critical health and well-being of the student that medication be taken at school.
- D. Other than asthma medication (see section E. below for more details about asthma medication) Each student having or possessing any prescribed or over-the-counter medication shall, as soon as possible after entry into the school building, immediately deliver the medication to the primary school office to be kept in a secure location during the school day. Any prescription medication must be in the original package or appropriately labeled container. The container shall display:
1. The student's name
 2. Prescription number
 3. Medication name and dosage
 4. Administration route and/or other direction
 5. Dates to be taken
 6. Licensed prescriber's name
 7. Pharmacy name, address, phone number

Any non-prescription or over-the-counter medication must be brought to the office in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. At the end of any treatment regimen, all unused medication of any type must be appropriately removed from the school.

- E. Asthma medication, including an epinephrine auto-injector (Epi-Pen) and asthma inhaler medication as prescribed by a physician, also requires a School Medication Authorization Form, with all appropriate signatures as described above. This Form must be completed and given to the school before the school will store or dispense any medication and before any child may possess asthma medication or an Epi-Pen, the student may keep possession of it for immediate use at the student's discretion while following his/her physician's written directions.

HEARING AND VISION SCREENING

Child Vision and Hearing Test Act (410 ILCS 205)

In accordance with this state law, annual vision and hearing screenings for students in grades K – 1 – 2 – 3 – 8 (hearing) and grades K – 2 – 8 (vision) will be conducted. Students in special education programs, transfer students and teacher referrals are also screened. The vision screening is not a substitute for a thorough eye exam. In lieu of the screening services required, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.

Parents may object to their child participating in these screenings by submitting a written statement of such objection to the office of the principal

STUDENTS WHO HAVE HAD A COMMUNICABLE DISEASE

Students who have had a communicable disease such as impetigo, measles, chicken pox, head lice, **MRSA** and pink eye, may be required to get a release from their doctor before they will be allowed to return to school. Students who develop symptoms of communicable disease at school will be sent home as soon as parents are notified. We ask parents to notify the school immediately if your child contracts any of these diseases.

During the year we have students who contract childhood diseases. Whenever we feel that it is in the best interest of the students and parents you will be notified of these outbreaks.

CHILD ABUSE AND NEGLECT

School personnel are mandated by state law to report suspected incidents of child abuse and neglect to the Department of Children and Family Services.

STUDENT DRESS AND HYGIENE

It is the obligation of parents and students to see that reasonable and proper dress and appearance be maintained at all times in school and at school activities. No headdress is to be worn in the building, i.e. hats, bandanas, etc. Sunglasses are not to be worn in the building unless prescribed by a physician. Shoes must be worn. Appropriate dress is expected for cold weather recess participation. Clothing depicting drugs, alcohol, tobacco, or judged by the principal to be inappropriate will not be permitted.

LIBRARY

The library is to be quiet. Students are to read, study, or find books to check out. It is their privilege and responsibility to use the library for study, research, and reading. There will be specific rules for students to follow when using the library. Students disregarding library rules may be excluded from the library and/or may result in disciplinary consequences.

SCHOOL PROPERTY

Students will be held responsible for property of the school that is issued to them, such as books, library materials, etc. Students will be held responsible for loss of or damage done to school property. Restitution will be sought from students and their parents/guardians for vandalism or other students' acts which cause damage to school property.

REPORT CARDS

Grade reports are given to the students at the end of each nine weeks grading period. Parents must sign the report card envelope and return it to the teacher within five school days unless a written note is received. At the mid-point of each quarter, progress reports are distributed. For students grades two through five, parents can access and monitor students' grades on TeacherEase. Parents are encouraged to contact teachers about their child's progress in school. The first nine weeks' grade reports are distributed at Parent/Teacher Conferences.

RECESS

Students may be excused from going outdoors for recess or lunch by a note from the parent. This excuse is good for not more than three consecutive days. If the student is to be excused for a longer period of time, the school office must receive an excuse from the doctor. If students are unable to participate in physical education that day, they will be kept from participating in outdoor recess for that day. Recess will be held outside as long as the wind chill is above 20 degrees. Students must wear appropriate clothing for cold weather recess participation. All supervisors will attempt to insure the safe and responsible play and interaction of students during recess. Students are not allowed to use "gun-play" or "play-fight" at recess or anywhere on school grounds.

ELECTRONIC NETWORKS / INTERNET

The School Board's goal is to include the Internet in the District's program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. 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. "Internet" includes all information accessed by Internet sites, e-mail, on-line services, and bulletin board systems. 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 shall comply with the selection criteria for instructional materials and library-media center materials. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use. The failure of any students to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or legal action.

COMPUTERS

Use of the student computer network is a privilege that all students must respect. Each student will be assigned a password that must not be shared with other students. Any of the following acts in relationship to the student or administrative computer network will result in disciplinary action:

1. Obtaining or attempting to obtain someone else's password
2. Changing or attempting to change anyone's password, including your own
3. Defacing and/or vandalizing any computer hardware or software
4. Accessing another person's computer files
5. Running any software not part of the approved student network
6. Copying or attempting to copy any software
7. Distributing or otherwise sharing pyramid type communications (i.e. chain letters, excess e-mail of more than 5 copies) or other types of multiple communications is prohibited.
8. Any other acts in relation to the student or administrative network that are detrimental to the educational process
9. Engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

GIFTED

The Board of Education of Midwest Central District #191 is committed to a philosophy of service to our children. The objective is to help each child, regardless of race, creed, color, or ability, realize his/her contribution to self and society.

The Board thus recognizes its responsibility to provide an instructional program for those children who are identified by professionally qualified persons as gifted and/or talented by virtue of outstanding abilities. The Board recognizes that these children are capable of high performance and in order to maximize their abilities, require differentiated educational activities and/or services beyond those normally provided by regular school programs.

SCHOOL BUS SAFETY GUIDELINES

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the board has certified to the Illinois State Board of Education that adequate public transportation is available (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation, or (3) receiving childcare on a regular basis at a location to and from school, and this location qualifies under item (1) or (2). For the purpose of this policy, a child receives childcare on a regular basis if the child is scheduled to receive two or more days per week, each week, and does consistently receive childcare as scheduled. (*Midwest Central CUSD #191 Board Policy 4:110*)

It is a privilege to ride a bus to and from school. Students are expected to abide by the rules when riding the bus. Electronic visual and audio devices may be used on school buses in order to monitor conduct and maintain a safe environment. No student may ride a bus to or from school other than the bus to which he or she had been assigned unless prior approval by the administration for special circumstances. (**Special circumstances do not include play dates, sleep-overs, or to attend a sporting or other event.**)

Not observing the rules may result in suspension from riding the bus. The rules are:

1. The most important person on the bus is the **DRIVER**. School bus drivers must be able to devote 100% of their time to driving the bus in order to drive safely; therefore, they cannot be distracted by the conduct of their passengers.
2. The bus driver's relationship should be on the same plane as that expected of a teacher. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the school administrator. This will result in one of the consequences being administered. In fact, the school administrator may withhold the student's bus riding privilege.
3. Bus seats are assigned; therefore, pupils must occupy seats assigned to them.
4. Students must be on time at the designated bus stops.
5. No eating or drinking on the bus.
6. Students must not throw wastepaper on the floor or out the window.
7. Students must not try to get on or off the bus or get out of their seat while the bus is in motion.
8. Students are permitted to leave the bus only at appropriate stops.
9. Students must be absolutely quiet when approaching a railroad crossing and remain that way until the bus driver has looked both directions and begins moving again.
10. Smoking is not allowed on the bus and students are not allowed any smoking related materials in their possession.
11. Pushing, shoving, or fighting on the bus will result in disciplinary action.
12. Students bringing cell phones, radios, CD players, cameras, or any other electronic devices or personal property on the bus do so at their own risk. Any damage to any personal electronic devices or property is the responsibility of that student choosing to bring personal items on the bus.
13. Students are not permitted to damage the bus.
14. Students must not extend hands, arms, or heads out of the bus windows. Windows are not to be lowered beyond the black line.
15. Loading – when students must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. The student must wait for the proper signal and cross promptly.
16. Students must talk in a low voice. Students must be aware that loud talking, laughing, and unnecessary confusion divert the driver's attention and may result in an accident.

If a student's bus conduct is unsatisfactory, they may receive appropriate disciplinary consequences as determined by the administration.

The consequences of breaking the rules may include any of the following disciplinary measures:

- Verbal or written warning
- Detention
- Suspension from the bus
- Expulsion from the bus

The Midwest Central CUSD #191 Board of Education has adopted a policy that 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. This is a notice of the adopted policy and the use of recording on the buses.

DETENTIONS

Detentions will be used as a disciplinary action for student misbehavior or failure to turn in homework. Detentions will be served after school for a minimum of 30 minutes. Students receiving a detention will be given a written notice to take home to parents. The notice will state the nature of the offense and the day and time the detention is to be served. Failure to serve a detention or misbehavior during detention will result in further disciplinary action. Detention hall rules are as follows:

1. Be quiet
2. Stay in seat
3. Do school related work

BEHAVIOR MANAGEMENT PLAN

The effective management of student behavior is essential to the success of each child’s educational experience. The following is an explanation of our behavior management program.

ACTION POINTS – Action points are awarded for various disciplinary measures taken by the administration or faculty. Six (6) action points are equivalent to one (1) demerit. Note the following:

- Teacher/Lunch Detention 1 action point;
- Central Detention..... 2 action points;
- Class Suspension 1 action points per suspension
- Bus Suspension..... 3 action points per suspension
- In-school Suspension..... 3 action points per suspension
- Out-of-school Suspension..... 6 action points per suspension

DEMERITS – Demerits are a recording system for student behavior and discipline. Demerits will result in a loss of privileges, a conference with the student’s parents and an administrator, and/or a suspension. The following is a list of consequences of demerits:

- 1st Demerit Notice sent to the student’s parent/guardian.
- 2nd Demerit..... Loss of privilege to attend non-academic field trips, assemblies and fun-day activities.
- 3rd Demerit 1 day In School Suspension (ISS)
- 4th Demerit..... Minimum 3-days In School Suspension (ISS)
- 5th Demerit..... Minimum 3-days Out of School Suspension (OSS)
- 6th Demerit..... Minimum 5 days Out of School Suspension (OSS)
- 7th Demerit..... 10-day OSS and consideration for expulsion.

FIELD TRIP – FIELD DAY

Classes may take educational field trips and/or field days throughout the school year. Students receiving an out-of-school suspension or two or more demerits may be prohibited from attending field trips – field day.

IN-SCHOOL SUSPENSION

This is an alternative form of instruction, which may be assigned for certain violations of school rules instead of an out-of-school suspension. Situations involving truancy, excessive tardiness, continuous non-compliant behavior, and repeated or insubordinate bus offenses are examples of behavior, which can result in the student being assigned an in-school suspension.

In-school suspensions will be housed at the Midwest Central Middle School building from **8:00 A.M. – 3:05 P.M.** unless otherwise directed. All in-school suspension rules must be followed.

ANIMALS – PETS

Live animals are prohibited from being on school grounds without proper written approval and certification. See Board Policy for details. The animal's owner must assume all responsibility for the care, conduct, and safety of the animal. Certain academic classes may include dissection of dead animals or parts of dead animals as part of the approved curriculum. Rules for dissection will follow all School Board policies and IL School Code.

SCHOOL VISITS

Parents/Guardians planning to visit their child during school hours must get prior permission from the administration.

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

It is school policy that those wishing to volunteer in the school fill out a background check form. Forms are available in the Primary School Office and Unit Office and should be returned to the Unit Office.

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities.
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource personas and volunteers. No person:

1. Who is a "sex offender," as defined by the Sex Offender Registration Act; or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, or
2. Whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 10-21.9 of the School Code; or
3. Who has committed or attempted to commit any other felony offense; or
4. Who has committed or attempted to commit any other misdemeanor involving theft from an employer, or theft from a child; or
5. Who has committed or attempted to commit any act of intentional violence against or abuse or neglect of a child; or
6. Whose background, conduct, or personality makes that individual inappropriate to an educational setting shall be used.

The Superintendent shall serve as the Board President's designee for the purpose of obtaining criminal conviction information concerning any volunteer or prospective volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a and 5/10-22.34b.
720 ILCS 5/13C-50.1.
730 ILCS 152/101 *et seq.* and 154/75-105

CROSS REF.: 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: December 19, 2013

DISTRICT SMOKING POLICY

The Midwest Central Board of Education has adopted a policy of no smoking in the District #191 buildings. This includes night activities and outside organizations that might use school facilities.

ELECTRONIC COMMUNICATION DEVICES

Student use of cell phones or other electronic devices during school hours is prohibited unless given prior permission by administration. Students who bring cell phones or other electronic devices to school must keep them turned off, and in their locker, book bag, or purse during the day so they do not disrupt the educational process.

The first time a student is caught with an electronic communication device, it will be taken to the office and the student will be able to take it home at the end of the day. After the first offense, if a student is caught with an electronic communication device, it will be taken to the office and a parent/guardian will be required to pick up the device.

ACADEMIC PROMOTION, REMEDIATION AND RETENTION

Decisions of academic promotion, retention, and remediation will be based on the Illinois School Code as stated below.

(105ILCS 5/10-209A)

Sec. 10-20.9a Final Grade; Promotion.

(a) Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. District policy shall provide the procedure and reasons by and for which a grade may be changed; provided that no grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change. If such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change.

(b) School districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. On or before September 1, 1998, school boards shall adopt and enforce a policy on promotion, as they deem necessary to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, or other testing or any other criteria established by the school board. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional material, and retention in grade.

(Source: P.A. 86-721; 89-610, eff. 8-6-96; 90-548, eff. 1-1-98)

<http://www.legis.state.il.us/ilcs/ch105/ch105act5articles/ch105act5Sub17.htm>

Other important information regarding promotion/retention.

- Decisions regarding the progress and retention of students who are eligible for special education shall be based upon the criteria set forth in the student's Individualized Education Plan (IEP).
- It is the practice to have parental input in the decision making process of retention. If the parent/guardian disagrees with the school authorities on retention the parent/guardian may appeal the decision. The final decision rests with the Board of Education.
- Members of the staff shall attempt to identify students who are at risk of being retained.
- The process:
 1. 1st 9 weeks – teacher will have a conference with parent of the student who is at risk and explain the areas of low achievement.
 2. 2nd 9 weeks – repeat the above step and discuss the retention policy.
 3. 3rd 9 weeks – repeat the above step and discuss the student profile. At this point look at possible retention.
- Student profiles are filled out on every child who may be considered at risk. The student profile and expected levels of proficiency are given and explained in the retention policy adopted by the Board of Education. You may get a copy of this policy at the Midwest Central Primary School Office.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the students. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable, related to its objectives, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When possible, the search should be conducted as follows: outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. In matters of serious disobedience or misconduct, the student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

SEIZURE OF PROPERTY

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

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

PREVENTING BULLYING, INTIMIDATION AND HARRASSMENT

The Midwest Central CSUD #191 Board of Education has adopted a policy stating that preventing bullying, intimidation, and harassment is an important District goal. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate; therefore, these behaviors will be taken seriously. Bullying, intimidation, and harassment are not acceptable in any form. Please note that "bullying" is defined as repeated harassment from one student to another.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavior health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

If a student feels that he/she is a victim of bullying he/she needs to report the instance immediately to school personnel so the instance can be reported to administration for investigation.

STUDENT DISCIPLINE

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, **including the possession of a lighter or matches.**
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions **or be present on school property at any time**, and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.**
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's **or licensed practitioner's prescription.**
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, defined as a substance whether or not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. It is not necessary that the "look alike drug" resemble any actual drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
Students who are under the influence of any prohibited substance or in possession of any drug paraphernalia are not permitted to attend school or school functions or be present on school property at any time, and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Students are also prohibited from using cellular telephones or other electronic devices at any time in a manner that may be in violation of State or local law, including the taking or exchanging of inappropriate content and pictures. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) use of the device is provided in a student's IEP.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 9. Engaging in any kind of aggressive behavior that causes, attempts, or risks physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing or other comparable conduct.
 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or the property of another person or entity.
 11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
 12. Being involved with any public school fraternity, sorority, or secret society, by:
 - a. Being a member;
 - b. Promising to join;
 - c. Pledging to become a member; or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member
 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
 15. Engaging in any activity, on or off campus, including without limitation the use of any computer or other device whether such computer or other devices is located on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 16. Engaging in sexual activity or indecent conduct, including the possession, distribution, or attempt to obtain pornography. For the purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, or that the student manifested an intent to have control, custody, or care of any object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.
- Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline including suspension or expulsion, for such behavior.
- No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this Handbook, 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 other time ;
 2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
 3. Traveling to or from school or a school activity, function, or event or;
 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

Disciplinary measures include:

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

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

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

WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

REQUIRED NOTICES

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

The concept of progressive discipline means imposing sanctions which are appropriate under the circumstances, including heavier sanctions for repeated conduct of any type. Progressive discipline does not require the least serious sanctions for the first offense of misconduct. Progressive discipline shall be imposed at the discretion of the school official taking into account the nature and extent of misconduct, the effect upon the victim, the risk of harm or injury, the age and maturity of the student subject to discipline, and any other relevant factors.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

PARENT-STUDENT HANDBOOK

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

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

This manual was developed so all Midwest Central Primary School students will have a safe and pleasant place to learn. It is intended to provide clear and concise information to both the students and parents.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

Midwest Central Primary School Secretary is the official records custodian of the Midwest Central Primary School.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375. Please see Board of Education Policy 7:15 for further information.

- 1) The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60* years after graduation or permanent withdrawal. (ISSRA, Par.50.2(e);50.4(e))
- 2) The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.
A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(f) and 50-4(f); Rules, Section 375.10))
- 3) Parents or any person specifically designated as a representative by a parent have the right to:
 - a) Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student temporary record. ***The school charges 35 cents per page for copies. ***No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, Par. 50.5)
 - b) Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par. 50.5(b))
 - c) Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
 - i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
 - iii) If the challenge is not resolved by the informal conference, a Formal hearing shall be initiated.
 - iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record; (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
 - v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of entry. The school shall be

responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, Par. 50-7; Rules, Section 375.90)

- 4) No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
 - a) to parent or student or person specifically designated as a representative by a parent; (ISSRA, Par. 50-6(a)(1))
 - b) to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par. 50-6(a)(2))
 - c) to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect copy and challenge such information. If the address of the parent is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA, Par. 50-6(a)(3); Rules, Sections 375.70 (a))
 - d) to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par. 50-6(a)(4); Rules, Section 375.70 (d)(2))
 - e) pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records; (ISSRA, Par. 50-6(a)(5); Rules, Section 375.70(c)(3))
 - f) to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of the information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents; (ISSRA, Par. 50-6(a)(6); Rules, Section 375.70(b))
 - g) subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par. 40-6(a)(7); Rules, Section 375.60)
 - h) to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records. (ISSRA, Par. 50-6(a)(8); Rules, Section 375.70(d))
- 5) Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par. 50-7(d))
- 6) Parents will be given reasonable prior notice before any school student record is destroyed or information deleted from and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
- 7) Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without prior consent of parent obtained in accordance with ISSRA, Par. 50-6(a)(8). (ISSRA, Section 50-6(d))
- 8) A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such a request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA, Par. 50-6©)
- 9) All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, Par. 50-2(g))

“NO CHILD LEFT BEHIND” PARENTAL INFORMATION

Parents may request information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
2. whether the teacher is teaching under emergency or other provisional status,
3. the teacher’s baccalaureate degree major and any other provisional status, and
4. whether paraprofessionals provide services to the student and, if so, their qualifications

TITLE I PROGRAM

Title I is a program sponsored by the Federal Government. Its purpose is to assist all children having a fair, equal, and significant opportunity to obtain a high-quality education and reaching proficiency on challenging state academic achievement standards and assessments. At Midwest Central Primary School, Title I efforts concentrating on reading proficiency may be provided in grades K-5. All Title I teachers are highly qualified. If you have any questions concerning Title I, please contact the Primary School at 309-968-6464.

TITLE I PARENT INVOLVEMENT POLICY

Midwest Central Primary School recognizes that parent/family, as partners in education are valuable assets in creating positive learning environments. We believe that schools must take the initiative in involving parents with their children’s learning and that parents can be trained to take a positive part in academic development. In accordance with this philosophy we have established programs, developed strategies, and encouraged community involvement. Therefore, in order to maintain a successful Title I program here at Midwest Central, we will:

- Provide information about Title I during regularly scheduled parent/teacher conferences.
- Hold an annual meeting for parents to ask questions, be updated on current instructional practices, and evaluation of Title I Program.
- Schedule other individual meetings for the parents to discuss student progress during the school year.
- Involve parents in an on-going manner in Title I planning, review, and improvement and together strive for cooperative development of the school parent involvement policy and school plan.
- Provide school performance profiles that show school progress toward meeting state standards.
- Organize and promote opportunities for early literacy development involving community volunteers.
- All students will be evaluated using norm-referenced tests, report card grades, success with the core curriculum, anecdotal records, authentic assessment models, and alternate rankings. These results will be reported to parents through parent conferences.
- Provide an individual reading incentive program.
- Midwest Central Primary School’s Title I program will support the following activities and opportunities:
 - ✓ Regular correspondence with parents via school reminders, notes, messages from teacher, and phone calls from the school and teachers.
 - ✓ Guidance counseling services provided to assist in the elimination of barriers to learning.
 - ✓ School-wide daily character building (positive, motivating, learning environment)
 - ✓ Provide individual student ISAT test results and interpretation to parents.

TITLE I PARENT-SCHOOL LEARNING COMPACT

PARENT/GUARDIAN

I want my child to achieve; therefore, I will encourage my child by doing the following:

- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Set aside a specific time for homework and review it regularly.
- Stay interested and aware of what my child is learning.
- Listen to my child read.
- Read with my child.
- Meet with the Title I teacher at conferences.
- Meet with the teacher prior to my child entering Reading Recovery.

STUDENT

- Attend school regularly
- Be prepared for school each day with the completed assignments.
- Work cooperatively with my classmates.
- Respect my school, other people, and myself.
- Follow citizenship rules.
- Read at home each night.

STAFF

It is important that students achieve; therefore, I will strive to do the following:

- Provide necessary assistance to parents so that they can help with homework assignments.
- Encourage students and parents by communicating regularly about student progress.
- Provide high quality instruction in a supportive environment.
- Provide varied learning opportunities for students to enable them to meet academic expectations.
- Hold expectations high for all students, believing that all students can learn.
- Provide individualized instruction for first grade children in Reading Recovery.

PRINCIPAL

I support this compact for parent involvement; therefore I will strive to do the following:

- Provide a safe environment that allows for positive communication between the parent, staff and student.
- Encourage teachers to provide high quality classroom instruction.

STUDENT PRIVACY

The Board of Education has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors.

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