



*Prairie View*  
***STUDENT/PARENT HANDBOOK***  
***2023-2024***

***"H.A.P.P.Y***  
***Have a Positive Productive Year"***

*1201 Castle Street*  
*Sandwich, IL 60548*  
*815-786-8811*  
***VISIT OUR WEBSITE AT***  
***PV.SANDWICH430.ORG***

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#### **DISTRICT #430 STAFF**

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Parapro  
Reading Specialist  
Head Secretary  
P.E.  
Parapro  
Media Center Coordinator  
Parapro  
Social Work  
Parapro  
Parapro  
Grade 3  
STARS 2, 3  
Reading Specialist  
Parapro  
Parapro

**WELCOME:**

On behalf of the faculty and staff of Prairie View School, I would like to extend a sincere welcome to all of our students and parents/guardian(s). The 2023-2024 school year will offer many exciting opportunities for all of us. We look forward to working with you to provide your child with the best possible educational opportunities and to share the goal that your child will reach toward his/her maximum potential.

The information that follows is designed to define policies and regulations that will assist the administration and staff to operate our school efficiently. However, this document is not intended to be all-inclusive. We recognize that from time to time, questions may arise regarding the policies or regulations. In the event that problems arise related to your child's achievement and/or behavior in the classroom, please feel free to consult with your child's teacher. Accordingly, if you have any questions or concerns that are school-wide in scope or you are unable to resolve problems at the classroom level, please feel free to call me at school (815-786-8811).

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

Garrett Ryan, Principal

**DISTRICT MISSION STATEMENT**

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

**DISTRICT VISION STATEMENT**

*" Learning Today, Shaping Tomorrow!"*

**EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

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

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

**DAILY SCHEDULE**

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

**VISITORS/VOLUNTEERS:**

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

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

Visitors/volunteers are expected to abide by all school rules during their time on school property. A visitor or volunteer who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

**VISITOR/VOLUNTEER CELL PHONE USE:**

If you anticipate your visit to be more than a few minutes, please turn your cell phones to vibrate or off to limit distractions to the learning environment. The use of a cell phone in a school zone is against the law. Please refrain from using a cell phone while in a school zone or on school property while in a moving vehicle. A person regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at <http://www.ilga.gov/legislation/ilcs/documents/062500050K12-610.1.htm>.

**ANIMALS ON SCHOOL PROPERTY:**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**PARENT ORGANIZATION:**

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

**ILLINOIS TEXTBOOK LOAN PROGRAM:**

Sandwich Community Unit School District #430 participates in the Illinois Textbook Loan Program. By signing the handbook sign-off, parents/guardian(s) and students agree that loaned textbooks will be provided to students in accordance with the administrative regulations required by the Illinois State Board of Education.

**PARENT CONCERNS:**

What should a parent/guardian(s) do if a school concern should arise? Parents/Guardian(s) should follow a chain of communication when there is a concern. The first step is to contact the teacher and discuss the problem (815-786-8811). Teachers can generally be contacted by phone at the following times: 7:45 AM to 8:00 AM or 2:55 PM to 3:20 PM. Teachers may also be contacted via email. Email addresses can be found on the district website. If a conference is needed, please set up an appointment.

If the problem is not resolved at that level, please call the Principal, Mr. Garrett Ryan (815-786-8811), to discuss the problem. A joint conference involving the parents, teacher, and principal will be held when necessary.

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

#### **ACCURATE REGISTRATION CARD INFORMATION:**

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

#### **ENTRANCE REQUIREMENTS:**

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

#### **REGISTRATION FEE WAIVER:**

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

#### **ATTENDANCE EXPECTATIONS:**

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

#### **STUDENT ABSENCE/ATTENDANCE:**

The regular attendance of all students is required. School attendance is the responsibility of the students and parent(s)/guardian(s). Parents or guardians are to call school (815-786-8811) for their child before 8:30 AM the day the student is absent. In the event that a phone call is not received on the day of the absence, school personnel will notify parents/guardians according to listed numbers on the emergency form. If parents/guardian(s) cannot be reached and emergency contacts do not know why the student is absent, the student will be identified as truant for the day.

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

#### **VALID CAUSES OF ABSENTEEISM:**

In keeping with Section 25-2a of the Illinois School Code, this district considers the following circumstances to be valid causes for a student's absences: Illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the

parent or guardian for the safety or health of the student as determined by the school administrator, other situations approved by the school administrator. Students sent or kept home from school with a fever of 100 degrees or higher may return to school when they are fever-free for 24 hours without the use of fever-reducing medicine. Students sent or kept home from school with vomiting or diarrhea may return when they have not vomited or had diarrhea for 24 hours without the use of medication.

**MEDICAL DOCUMENTATION:**

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

**EXCESSIVE ABSENTEEISM:**

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

**VACATION:**

The district discourages parents or guardians from taking vacations during periods when school is in session. See district truancy policy on pages 49-50. Such vacations may disrupt the continuity of a student's learning and create educational problems. Parents/guardians are urged to make arrangements 3 school days in advance of the planned date(s) of absence. If you have questions regarding vacations, please contact the school.

**DRESS GUIDELINES:**

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

**PHYSICAL EXAMINATIONS & IMMUNIZATIONS:**

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

Within thirty (30) days from enrollment date, new or transferred students must have a physical exam and complete record of immunizations on file at school in order to remain in attendance (Illinois School Code Sec. 27-8.1)

Health files are reviewed annually. All students must meet Illinois State requirements for physical examinations and immunizations. Please refer to medical requirements on the district's website for your student's specific age/grade.

**DENTAL EXAMINATION TIMETABLE:**

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

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

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

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



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

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

#### **VISION EXAMINATION:**

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

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

This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection detailing the grounds for the objection.

#### **VISION AND HEARING MANDATES:**

The Illinois Child Vision and Hearing Test Act (410 ILCS 205), mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific ages and grade levels and must be done by technicians/nurses trained and certified by the Department. Children whose test results meet referral criteria are referred to an eye doctor or family physician for further evaluation.

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second, and third; are in special education class; have been referred by a teacher; or are transferred students. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and audiological evaluation completed by an audiologist within the previous 12 months is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transferred students. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable. .

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

#### **MEDICATION:**

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

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

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

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

#### **ASTHMA PROTOCOL:**

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

It is requested that every student diagnosed with asthma provide the school with a Medication Authorization Form along with the Asthma Action Plan each school year. The Asthma Action Plan and school Medication Authorization Form should be completed and signed by the student's medical care provider and parent/guardian. If a student has an inhaler at school, the use of a chamber/spacer may be necessary. If a nebulizer is required, please check with your school nurse or principal.

**STUDENTS WITH FOOD ALLERGIES/CHRONIC ILLNESSES:**

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

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

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

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

**TREATS/FOOD POLICY:**

Celebrations and positive reinforcement are an important part of our district's culture of supporting students. Often students bring treats or snacks to school to share on special occasions, such as their birthday. Due to food allergies and other health concerns, we do not permit students to bring in food items or treats to school to share. We would like to encourage healthy eating habits and promote non-food items such as pencils, stickers, bookmarks, or other small items in place of food treats. Curricular activities or classroom celebrations involving food will be dealt with individually and require approval from the building principal. Safety provisions will be set up for food or environmental allergies on an individual basis.

**CARE OF STUDENTS WITH DIABETES:**

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

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

Further information can be obtained from the building principal or school nurse.

**HEAD LICE (Pediculosis Policy):**

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

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

Students found to have repeat cases of head lice within a short period of time may have additional requirements. Lice is not an infectious disease and in most cases does not result in health complications.

Like so many health matters, prevention is the key. Teach your child to avoid head to head contact with friends and to avoid sharing personal items such as hairbrushes and hats. Those messages are reinforced in school as well. The nurses in the health office maintain strict confidentiality on all student concerns, and therefore, we are not at liberty to share personal student information on this matter. School administrators may send parent notification letters regarding known cases of lice when clusters of cases are noted in a class deemed necessary by the building principal.

#### **COMMUNICABLE DISEASES:**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Students may be excluded from school using guidance from IDPH and/or local health departments based on communicable disease criteria and/or assessment from the school nurse (including but not limited to fever, diarrhea, or vomiting).

1. Parents/Guardian(s) are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. Examples of communicable diseases include, but are not limited to, chicken pox, measles, impetigo, and strep throat.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. As required by Public Act 099-0249, should there be an outbreak or exposure of one or more diseases from which a student is not protected due to religious or medical exemptions, may need to be excluded from school in accordance with the Illinois Department of Public Health (IDPH) rules, Controls of Communicable Diseases Code (77IL. Adm.Code 690.)

#### **ILLNESS AND INJURY:**

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

#### **RECESS POLICY:**

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

#### **PHYSICAL EDUCATION POLICY:**

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

#### **CONCUSSION POLICY (Return to Play and Return to Learn):**

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

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

The Return to Learn Protocol specifically requires that:

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

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

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

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

- **Symptom Severity:** In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long

duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes), so need frequent breaks to rest and “recharge their batteries”.

- **Treatment:** Re-introduction to school. Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school, the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, they can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error-process.
- **Intervention Examples:** - Part-time school attendance, with a focus on the core/essential subjects and/or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples: (1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse’s office, library or quiet location in between. - Symptoms reported by the student should be addressed with specific accommodations - Eliminate busy work or non-essential assignments or classes. - Limit or eliminate “screen time” (computers, phones, tablets, smart boards), reading, and other visual stimuli, based on the student’s symptoms.

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

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

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

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

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

- **Symptom Severity:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.
- **Treatment:** No accommodations are needed.
- **Interventions:** - Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

### **DOCUMENTATION:**

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

Concussion symptoms can be subjective in nature, and therefore, it can be difficult to know when a student is reporting symptoms accurately. Communication and documentation among team members will

help identify students who may be exaggerating symptoms. If a concern about the legitimacy of the student's complaints arises, the concussion management team must meet to discuss the student's situation and determine the appropriate course of action. In these instances, direct communication between the return-to-learn team and treating physician is imperative.

#### **WELLNESS POLICY- STUDENT WELLNESS:**

Sandwich School District #430 K-5 is dedicated to providing an educational atmosphere that promotes nutritional instruction, wellness, and physical activity. We aspire to teach our students lifelong lessons that encourage healthy, active lifestyles as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition, and chronic health issues. It is our hope that by establishing healthy habits early, we can guide students to maintain a healthy lifestyle as they mature. Staff wellness, along with community support, reinforces the lessons students learn. Membership in the Alliance for a Healthier Generation helps Sandwich School District #430 K-5 promotes wellness through a variety of practices and activities. [Sandwich District #430 Wellness Policy](#) Our efforts were recognized with a 2018 National Healthy Schools Bronze Award.

#### **NUTRITION BEFORE SCHOOL- BREAKFAST:**

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

#### **HOT LUNCH/DEBIT CARD POLICY:**

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

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

You also can choose to continue to send a check or cash with your child to purchase a lunch. When sending a check or cash, please enclose it in a sealed envelope so students will be less likely to lose it. Label the envelope with the student's name, classroom, teacher's name, and what the money's for. The current lunch/breakfast prices can be found on the district website at [Sandwich430.org](http://Sandwich430.org)

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

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

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

**FREE AND REDUCED LUNCH POLICY:**

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

**SCHOOL DISTRICT POLICY ON OUTSTANDING SCHOOL FOOD SERVICE BALANCES:**

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

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

**GRADING:**

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

**PERFORMANCE:**

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

- SECURE: Student performance meets the demands of the task and demonstrates a firm grasp of the concepts and procedures involved. Students can independently apply understanding in different contexts.
- PROGRESSING: Student accomplishes part of the task independently. Students can sometimes explain or demonstrate the process but may need prompting to complete it.
- BEGINNING: Students seldom demonstrate an understanding of concepts and procedures while requiring consistent support.
- X: Not assessed this reporting period

When you see these letters on your child’s assessment, please understand what they mean for your child. Also, please make sure that you are reviewing all daily work that is being sent home in your child’s take-home folder. These daily assignments reflect how well your child is grasping the curriculum and the lessons being taught. Daily work does not receive a performance standard indicator.



**WORK HABITS:**

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

**PROGRESS REPORT:**

With the adoption of standards-based report cards, letter grades are no longer given. Please pay special attention to the performance indicator on daily work to know how your child is progressing. It is not uncommon for students to be rated "Beginning" when new skills are introduced. Your child's teacher will contact you if the child demonstrates unsatisfactory progress. It is the goal for all students to achieve and for parents and the school to work together for student success. WE ENCOURAGE PARENTS/GUARDIANS(S) TO CONTACT THEIR CHILD'S TEACHER WHENEVER CONCERNS ARISE.

**REPORT CARDS:**

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

**RETENTION:**

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

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

**FIELD TRIPS:**

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

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

**CHAPERONE AND VOLUNTEERS:**

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

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

**MULTI-TIERED SYSTEM OF SUPPORTS (MTSS):**

Sandwich CUSD 430 continuously searches for ways to improve MTSS. A Multi-Tiered System of Support (MTSS) is a data driven framework that aims to reach the whole child: academically, socially, and emotionally. MTSS is a way of organizing instruction and intervention to help all students and promote early identification of students who are in need of additional academic or functional supports to be

successful. MTSS relies on monitoring student progress and making continuous improvements based on that data. MTSS is an ongoing process that invites and values the participation of all stakeholders.

In MTSS, integrated academic and social-emotional instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. “Need-driven” decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of all students to achieve and/or exceed proficiency.

In order to promote a learning environment conducive to learning, Sandwich CUSD 430 strives to identify training / professional development needs related to four general areas: (a) Building positive relationships; (b) creating supportive environments; (c) social emotional teaching strategies; and (d) individualized intensive interventions.

MTSS is...

Multi-Tiered System of Supports (MTSS) is a framework for integrating levels (or tiers) of academic and behavior support to promote the success of all students. Some aspects of MTSS are sometimes referred to as RTI, or response to intervention which refers to how a student responds to instruction and intervention support. The ultimate goal of an MTSS is to provide high-quality instruction and the degree of support each student needs to be successful.

MTSS is NOT...

MTSS is not a special program, class, or intervention but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful. MTSS is also used to help identify students who may need special education.

Some of the main parts of MTSS at our schools are:

#### **UNIVERSAL SCREENINGS:**

Universal screenings are assessments given to all students that are used to determine who may need further instructional interventions beyond the core curriculum. In Sandwich, students in grades K-8 are screened in math/early math and reading/early literacy using FASTBridge three times a year.

Also, teachers (K-8) rate students on social-emotional-behavior functioning twice per year using the SAEBRS (Social, Academic, and Emotional Behavior Screener) out of FASTBridge. Students in grades 2-12 also take a brief self-rating scale called mySAEBRS two to three times a year. These social-emotional screeners may identify students who are struggling in this area.

#### **PROGRESS MONITORING:**

Progress-monitoring is a process used to assess students' performance and evaluate the effectiveness of instruction and/or interventions. Progress-monitoring tools such as FASTBridge and other methods of data collection are given more frequently than Universal Screening tools and are used to monitor growth for students who are participating in interventions (K-8).

#### **DATA DAYS:**

Teachers and Specialists in grades K-8 participate in MTSS data days several times per year. MTSS data days give our teams a chance to review each student's progress. Our goal is to ensure that ALL of our students are growing socially and academically. We carefully review multiple pieces of data, such as FASTBridge scores and classroom performance to determine if our students need additional supports to be successful.

#### **INTERVENTION:**

Students in grades K-8 have set times of day to receive interventions. During this time, classroom teachers and specialists work together to provide reading, math, and social-emotional-behavior

interventions to students who were identified through the universal screening and MTSS data day processes.

### **TIERED INSTRUCTION/INTERVENTION:**

In MTSS, instruction and intervention are sometimes referred to as “Tiers”.

“Tier 1” includes the instruction and intervention that ALL students receive, such as the district’s core academic and social-emotional curricula.

“Tier 2” is often used to describe when a group of students are receiving additional intervention, such as an intervention group in the classroom or through the support of a specialist.

“Tier 3” is often used when a student requires more intensive or individualized supports. This may look like a student receiving a longer time of intervention during their day, more one-on-one intervention, a more intensive intervention than Tier 1 or Tier 2, and/or when in-depth discussion and problem-solving occurs amongst stakeholders about a student’s needs.

As mentioned above, MTSS is also used to help identify students who may need special education. Most often when this occurs, a student has received “Tier 3” intervention, and the stakeholders decide additional evaluations are required to determine if there is a need for special education services.

### **SOCIAL-EMOTIONAL LEARNING (SEL):**

Students in K-8 receive regular lessons on social-emotional learning (SEL) using the Second Step program. Second Step is a research-based, teacher-informed, and classroom-tested curriculum to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8. A combination of social workers, school psychologists, and PE teachers currently implement Second Step using the most recently updated digital version.

At the high school level, Habitudes will be presented by each high school Advisory Teacher. Habitudes combine images, relatable stories, and experiences into leadership development curriculum and lesson plans that resonate with today’s young adults, equipping them to navigate through life’s challenges and opportunities. The following Units will be presented: Character, Choosing Battles, Discipline, Personal Relationships and Responsibility.

The high school also implements the T.A.L.K. program. T.A.L.K. stands for Teens Activating the Language of Kindness. T.A.L.K. is a full day in-school field trip that takes place during school hours. T.A.L.K. is designed to develop leaders by bringing together students from all segments of the school population so that bridges of mutual respect can be built. During the day, students can expect to be involved in small group activities that encourage students to make positive social decisions and assist in building a positive school climate that reduces the probability of bullying.

## **SPECIAL EDUCATION SERVICES**

### **DESCRIPTION:**

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

### **REQUEST TO ACCESS TO CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION OR OBSERVATION:**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child. For further information, please contact the school principal.

**PPS TEAM:**

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

**ELIGIBILITY:**

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

**DISCIPLINE OF STUDENTS WITH DISABILITIES:**

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

**MEDICAID DATA RELEASE:****Special Education Students Only-Annual Notice:**

Special Education Students Only-Annual Notice: If your child receives a school health service (i.e. behavioral, speech, occupational, physical, etc.) and is also Medicaid eligible, District #430 can seek partial reimbursement from Medicaid for health services documented in your child's health or education plan. Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

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

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

**SECTION 504:**

Students with disabilities who do not qualify for an individualized education program, as required by the federal – Individuals with Disabilities Education Act and implementing provisions of this code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical

or mental impairment. For further information, contact: Office of Student Services 600 S. Wells St. Sandwich, IL 60548 Office # 815-786-6851 Fax # 815-786-1628.

### **STUDENT DISCIPLINE:**

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

### **BUS POLICY:**

Students are required to board and get off their buses at their assigned stops. This policy has been established due to the maximum loads on our various buses, as well as legal liabilities. We also require a note to be written to your child's teacher and bus driver on any day that you do not wish to have your child ride home on the bus. Many times children will indicate that they are not going to ride home on the bus when in fact, they should ride home on the bus. We want to ensure that children do not miss the transportation provided. This is a precautionary safety measure. Please read the Transportation Department – Bus Rules pages 49-52.

### **SUPERVISION BEFORE SCHOOL:**

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

### **RECESS:**

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

### **EMERGENCY SCHOOL CLOSING:**

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

### **ANNOUNCEMENT OF NO SCHOOL:**

If a cause of closing occurs before the start of the school day, parents/guardians and teachers will be informed about the closing of school as soon as possible through the following:

### **SCHOOL MESSENGER:**

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

### **STATIONS:**

**WSPY FM 107.1**

**WGN-TV Channel 9**

On inclement weather days, the school district encourages parents/guardian(s) to check for up-to-date information on school closings by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-FM 107.1 and/or on WGN-9 television station.

**SANDWICH COMMUNITY UNIT SCHOOL  
DISTRICT #430**

**NOTIFICATION TO PARENTS OF FAMILY PRIVACY RIGHTS**

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

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

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

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

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

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

**PARENT/GUARDIAN NOTIFICATION  
STUDENT RECORDS**

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

**Definition of Student Records:**

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

**Maintenance of School Student Records:**

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

**Student Permanent Record:**

The student's permanent record consists of:

- Basic identifying information
- Academic transcript, report cards, grade-level achievement
- Attendance record

- Accident and health reports
- Scores received on the Prairie State Examination
- Information pertaining to release of this record
- Honors and awards received
- School –sponsored activities and athletics

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

#### **Student Temporary Record:**

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

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

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

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

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

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

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

The official or student must make a written request to release the records. Parents/guardians will receive prior written notice of the nature and substance of the information to be transferred. They may, upon

written request, inspect, copy and/or challenge such information. If parents/guardians do not respond within ten (10) days to the notice of their right to inspect, copy or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

**Access to Records Without Parent Consent:**

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

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

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

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

**Challenge Procedures:**

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

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

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

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



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

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

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

### **SCHOOL VISITATION RIGHTS:**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **SCHOOL PICTURES:**

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

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

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

### **PRIVATE PARTIES:**

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

### **INTERNET RULES:**

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

#### **Terms and Conditions**

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

network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not become abusive in your message to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Be safe. Do not reveal the personal addresses or numbers of students or staff.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or support of illegal activities reported to the authorities.
  - e. Be considerate. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
4. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
- a. Using the network for any illegal downloading of software, regardless of whether it is copyrighted or devirused
  - b. Downloading copyrighted material for other than personal use
  - c. Using the network for private financial or commercial gain
  - d. Gaining unauthorized access to resources or entities
  - e. Invading the privacy of individuals
  - f. Using another user's account or password without written permission
  - g. Posting material authored or created by another without his/her consent
  - h. Posting anonymous message
  - i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - j. Using the network while access privileges are suspended/revoked
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and information obtained through its services is at your own risk.
6. Indemnification – The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to arising out of any breach of this authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per – minute surcharges, and/or equipment or line costs.

## **ELECTRONIC DEVICES:**

### **Cell Phones and Other Electronic Devices:**

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

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They must not be used in any manner that will cause disruption to the educational

- environment or will otherwise violate student conduct rules.
- Cell phones with cameras are not permitted in bathrooms or locker rooms. The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise on school grounds or at any school function, is prohibited.

#### Electronic Study Aids

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

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

#### Laser and Light Pens are Strictly Prohibited

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

#### Personal Electronic Items

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

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

### **SANDWICH CUSD 430 GOOGLE ACCOUNT ACCEPTABLE USE POLICY**

#### Sandwich430.org G-Suite for Education Accounts:

A school district Google account includes G-Suite Apps for Education. G-Suite Apps are intended for educational use. The Google Apps "suite" includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work from any device, be it a smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, Sandwich CUSD 430 has issued each student a G-Suite for Education account under the domain @sandwich430.org. In order to ensure student safety online, Sandwich CUSD 430 takes the following steps with student email usage:

- Students are only allowed to email other staff and students in the Sandwich 430 school district. They cannot send emails to any address that does NOT end in @sandwich430.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of Sandwich 430.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary.

Students that adhere to proper use of G-Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

Students will have no expectation of privacy with their school Google account and thus should remain committed to using it academically and professionally.

Students will avoid, at all costs, using their G-Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content or to threaten another student or staff member.

Students will not post personal contact information about themselves or other people.

Students will inform a member of the Sandwich CUSD 430 staff should they receive any message that is inappropriate or makes them feel uncomfortable.

Students will be responsible for their own accounts and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to and the use of, G-Suite for Education is considered a privilege and benefit to students in our district. Sandwich CUSD 430 maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred.

#### **Sandwich CUSD #430 Mobile Device Liability Agreement**

We agree to read and abide by the Sandwich CUSD #430 School Policy and Acceptable Use Policy (AUP) and Internet and Safety Agreement.

- A. We will ensure the digital device is used in the appropriate manner for educational purposes.
- B. We will not intentionally throw, drop, or damage the digital device in any way.
- C. We understand that we are responsible for the security of the digital device checked out to us.
- D. When not in use, we will keep the device secure, shutdown, and stored properly.
- E. We will not give the device to another person or student outside our household for use.
- F. We will not personalize or deface the digital device in any way.
- G. We understand and will not attempt to repair the device or have a non-School employee repair or alter the device in any way.
- H. We will not attempt to circumvent security settings or lockouts put in place for students safety.
- I. We will not share personal user information or passwords.
- J. We agree to return the District issued digital device in good condition, fully charged, at the end of the loan period, which will be when the Student returns to school or will be determined by the School District (CUSD 430), or if we plan to leave to transfer out of the district (CUSD 430). We will return the device, with power charger to the school on or before the last day of attendance for the student the device was checked out to. (Device with AC Adapter and power cord).
- K. We understand that the device will be District managed and that content can be checked, erased, or locked by the School District.
- L. Because the device has a web camera, teachers may request to make use of Remote Collaboration such as WebEX, Zoom, Google Meets etc. These will only be allowed where prior permission has been given or is age allowed by terms of both the District and the Provider. No School District Security Software will be used to log, spy, or otherwise activate the camera on the device. Sticky notes can be placed over Webcam if desired. DO NOT USE TAPE.
- M. We will keep the device charged so the battery does not drain completely.
- N. We understand that it is our responsibility to save work often and that malfunctions or forgetting to do work are not acceptable reasons for not having an assignment completed in the time permitted. If the device is broken, accidentally or otherwise, we will notify the school district by opening a Parent/Student Trouble report at: <https://bit.ly/3hcmxkh> or from the district website: [https://www.sandwich430.org/district\\_resources/technology](https://www.sandwich430.org/district_resources/technology).
- O. We understand the digital device will be used on our home internet or connected to the District Wi-Fi, if there is limited or unreliable connectivity at my home. Due to the constantly changing nature of the internet, objectionable material may not be blocked, and the school Students will avoid, at all costs, using their G-Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.

Students will not post personal contact information about themselves or other people.

Students will inform a member of the Sandwich CUSD 430 staff should they receive any message that is inappropriate or makes them feel uncomfortable.

Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G-Suite for Education is considered a privilege and benefit to students in our district. Sandwich CUSD 430 maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred.

**AUDIO/VIDEO EQUIPMENT:**

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

**SOCIAL NETWORKING:**

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

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

**ASBESTOS MANAGEMENT PLAN NOTICE:**

August 1, 2023

Parents and Staff,

This is to inform you of the status of Sandwich C.U.S.D. #430 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our building(s) were initially inspected for asbestos. Our inspection was conducted in August, 1989. The AHERA law requires that a visual surveillance of asbestos containing materials be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review on the District webpage. Should you wish to review the plans, please call to make an appointment between 8:00 am and 3:00 pm Monday thru Friday. Any concerns relative to asbestos containing materials should be directed to Tom Sodaro or Dan Ford at 815-786-2187.

Sincerely,

Dan Ford

Maintenance Director Sandwich C.U.S.D. #430

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

**NOTICES:**

Sandwich Community Unit School District #430 utilizes an integrated pest management program and Lawn Care Products Application that incorporates the guidelines as established by Public Act 91-525 and Public Act 96-0424 for the schools in the district. The district contracts with a professional pest control service and lawn care service to assist the district in maintaining a safe and pest-free

environment for the students of the district. Applications are made throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification. A copy of the Integrated Pest Management Plan is on file in the Central Office.

#### **ERIN'S LAW:**

Senate Bill 1693 (Public Act 96-1524) requires age-appropriate sexual abuse and assault awareness and prevention education in pre-kindergarten through grade 12. The District, in consultation with its counselors and social workers, has developed age appropriate continuum of learning opportunities for students to help increase their safety throughout the community. Parents are encouraged to review the warning signs of possible child abuse which can include:

- Unexplained injuries and changes in behavior
- Returning to earlier behavior (regressing to behaviors more appropriate for younger children)
- Fear of going to certain previously welcome locations (neighbors, relatives, friends, etc.)
- Changes in eating habits and/or sleeping patterns
- Changes in school performance and/or attendance
- Risk-taking behavior
- Inappropriate sexual behavior
- Mood swings
- Lack of personal care or hygiene

#### **MANDATED REPORTER:**

All school personnel, including teachers and administrators, are mandated reporters required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

#### **SEX OFFENDER REGISTRATION:**

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

#### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT:**

The District is committed to having a school environment free from all harassment and bullying on the basis of, race, color, national origin, sex, or disability. The district prohibits race, color, national origin, sex, or disability harassment or bullying in the school environment including, all academic, extra-curricular, and school-sponsored activities. Students should immediately report incidents of harassment or bullying to a District staff member and are encouraged to make such reports to the designated District employees identified in this policy. All District staff members who receive such reports of harassment or bullying or who witness incidents of harassment or bullying are required to report the information immediately to their designated District administrator. The District will investigate all formal and informal complaints of harassment or bullying and will document any such investigations in accordance with the provisions of this policy.

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

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

1. During any school-sponsored education program or activity.

2. While in school, on school property on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

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

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

*Harassment* on the bases of race, sex, or disability is a form of discrimination prohibited by the federal regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act. Unlawful harassment is intimidation or abusive behavior toward a student based on race, sex, or disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the recipient's program. Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Conduct is unwelcome if the student did not request or invite the conduct and regarded it as undesirable or offensive.

*Restorative Measures* means a continuum of school-based alternative 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' behavioral 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.

**Bullying and Harassment Prevention and Response Plan; Complaint Form; Investigation:**

The Superintendent or designee shall develop and maintain a bullying and harassment prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. *Bullying and Harassment Defined:* The District uses the definition of *bullying* as provided in this policy.
2. *Bullying and Harassment Prohibited:* Bullying and harassment is contrary to State law and the policy of this District. However, nothing in the District's bullying and harassment prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. *Reporting Bullying and/or Harassment and Use of Complaint Form:* Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Any District employee who either receives a verbal or written report complaint of an incident of bullying or harassment or any District employee who witnesses an incident of bullying or harassment, shall complete the District's Complaint form that is included in this policy. If the report is made directly to one of the Complaint Managers identified in this policy shall be responsible for receiving, maintaining, and responding to any Complaint form completed by a District employee. The Complaint Manager who receives a completed Complaint form shall also provide a copy to the appropriate District Administrator in charge of the relevant District building and/or activating. The District administrator receiving the Complaint form shall also be responsible for maintaining all Complaint forms received. The Complaint form shall serve as the District-wide method for documenting verbal and written reports or complaints of bullying and/or harassment.

Any District employee who observes an act of bullying or harassment is encouraged to intervene immediately to stop the conduct unless circumstances would render it dangerous to do so.

**NONDISCRIMINATION COORDINATOR:**

Mr. Tom Sodaro  
720 S. Wells St.  
Sandwich, IL 60548  
815/786-2187  
[tsodarot@sandwich430.org](mailto:tsodarot@sandwich430.org)

**COMPLAINT MANAGERS:**

Mr. Ryan Janisch  
720 S. Wells St.  
Sandwich, IL 60548  
815/786-2187  
[rjanisch@sandwich430.org](mailto:rjanisch@sandwich430.org)

Jen Kern  
720 S. Wells St.  
Sandwich, IL. 60548  
815/786-8812  
[jkern@sandwich430.org](mailto:jkern@sandwich430.org)

4. *Notification to Parents and/or Guardians:* Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying or harassment and



discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. *Investigation:* The Superintendent or designee shall promptly investigate and address reports of bullying and/or harassment, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying or harassment was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying or harassment.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying and harassment prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator, or designee of the report of the incident of the bullying or harassment as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing all parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, providing written notice of the findings of the investigation, and the actions taken to address the reported incident of bullying or harassment.

The Superintendent or designee shall investigate whether a reported act of bullying and/or harassment is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs. The Superintendent or designee will determine based on his or her investigation whether a hostile environment exists, and if such a determination is made, will develop and implement interventions and remediations discussed in this policy to address such environment. When determining whether a hostile environment in fact exists, the District will consider whether the preponderance of the evidence establishes 1) harassing conduct (physical, verbal, graphic, or written) on the basis of race, color, national origin, sex, or disability occurred, and 2) that the harassing conduct was sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.

6. *Interventions; Remediations:* The Superintendent or designee shall use interventions to address bullying and harassment, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. The District will provide counseling services to any person found to have been subjected to harassment or bullying based on race, color, national origin, sex, or disability, or to any student with a disability found to have been subjected to harassment or bullying on any basis and who the District determined was denied a free and appropriate public education.
7. *Retaliation Prohibited:* A reprisal or retaliation against any person who reports an act of bullying or harassment **is prohibited**. A student's act of reprisal or retaliation may be treated as bullying and/or harassment for purposes of determining any consequences or other appropriate remedial actions.
8. *False Accusations:* A student will not be punished for reporting bullying or harassment, or supplying information, even if the District's investigation concludes that no bullying or harassment occurred. However, knowingly making a false accusation or providing knowingly false information may be treated as *bullying or harassment* for purposes of determining any consequences or other appropriate remedial actions.
9. *Engagement of Stakeholders:* The District's bullying and harassment prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. *Notice of Policy:* The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.
11. *Review of Policy:* The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
- The frequency of victimization
  - Student, staff, and family observations of safety at a school;
  - Identification of areas of a school where bullying and/or harassment occurs;
  - The types of bullying or harassment utilized; and
  - Bystander intervention or participation

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. *Implementation of Policies:* The Superintendent or designee shall fully implement the Board policies, including, without limitation, the following:
- 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State Law
  - 6:65, *Student Social and Emotional Development*. Student Social and emotional development is incorporated into the District's education program as required by State Law.
  - 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic network is limited to: (1) support of education and/or research or (2) a legitimate business use.
  - 7:20, *Harassment of Students prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - 7:190, *Student Behavior*. This policy prohibits and provides consequences for, hazing, bullying, or other aggressive behaviors or urging other students to engage in such conduct.
  - 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes a substantial disruption to school operations or interferes with the rights of other students or staff members.

**Disciplinary Consequences:**

Any student found to have engaged in conduct prohibited by this policy will be disciplined in accordance with the District's student code of conduct. Disciplinary consequences may include suspension and/or expulsion, depending on the nature and severity of the offense. Any District employee found to have engaged in conduct prohibited by this policy will face disciplinary consequences, up to and including termination.

## **HARASSMENT OF STUDENTS IS PROHIBITED:**

### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects the tangible benefits of education that unreasonably interferes with a student's educational performance or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct, which includes conduct between students and students; between students and District employees; between staff members and students; and between students and third parties, includes, but is not limited to, name-calling using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The District is committed to having a school environment free from all harassment on the basis of race, color, national origin, sex, or disability. The District prohibits race, color, national origin, sex, or disability harassment in the school environment, including all academic, extra-curricular, and school-sponsored activities. Students should immediately report incidents of harassment to a District staff member and are encouraged to make such reports to the designated District employees identified in this policy. All District staff members who receive such reports of harassment or who witness incidents of harassment are required to report the information immediately to their designated District administrator. The District will investigate all formal and informal complaints of harassment and will document any such investigations in accordance with the provisions of this policy.

### **SEXUAL HARASSMENT PROHIBITED:**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status, or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **MAKING A COMPLAINT:**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assisting Building

Principal, Dean of Students, a Complaint Manager, or any other staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

**NONDISCRIMINATION COORDINATOR:**

Mr. Tom Sodaro  
720 S. Wells St.  
Sandwich, IL. 60548  
815/786-2187  
[tsodaro@sandwich430.org](mailto:tsodaro@sandwich430.org)

**COMPLAINT MANAGERS:**

Mr. Tom Sodaro	Jen Kern
720 S. Wells St.	720 S. Wells St.
Sandwich, IL. 60548	Sandwich, IL. 60548
815/786-2187	815/786-8812
<a href="mailto:rjanisch@sandwich430.org">rjanisch@sandwich430.org</a>	<a href="mailto:jkern@sandwich430.org">jkern@sandwich430.org</a>

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks:

1. For students, age appropriate information about the contents of this policy in the District's student handbook (s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

**INVESTIGATION PROCESS:**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The district shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

**ALLEGED INCIDENTS OF SEXUAL ABUSE:**

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A (b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

**ENFORCEMENT:**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Any District employee who either receives a verbal or written report or complaint of an incident of harassment or bullying or any District employee who witnesses such an incident of harassment or bullying, shall complete the District's Complaint form that is included in this policy. If the report is made directly to the Nondiscrimination Coordinator or one of the Complaint Managers, then the Nondiscrimination Coordinator or Complaint Manager is responsible for completing the Complaint Form. The Nondiscrimination Coordinator and/or Complaint Managers identified in this policy shall be responsible for receiving, maintaining, and responding to any Complaint form completed by a District employee. The Nondiscrimination Coordinator and/or Complaint Manager who receives a completed Complaint form shall also provide a copy to the appropriate District administrator in charge of the relevant District Building and/or activity. The District administrator receiving the Complaint form shall also be responsible for maintaining all Complaint forms received. The Complaint form shall serve as the District-wide method for documenting verbal and written reports or complaints of harassment and or bullying.

Any District employee who observes acts of harassment or bullying is encouraged to intervene immediately to stop such harassment or bullying unless circumstances would render it dangerous to do so.

#### **INVESTIGATION: ENFORCMENT: DISCIPLINARY CONSEQUENCES:**

Upon receiving a complaint or report of harassment or bullying, the District shall begin an adequate, reliable, and impartial investigation of the conduct reported or complained of. The District will speak with all students and/or staff members involved in the complaint or with knowledge of the allegations and shall use its best efforts to complete its investigation within ten (10) school days after the date the report of the incident of harassment or bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. The District will document in writing the steps of its investigation. The District will provide written notice of the outcome of its investigation to all parties involved, including to the students and their parents and/or guardians upon completion of its investigation. The District will also take appropriate action to remedy any finding of harassment and to prevent its recurrence.

The Superintendent or designee will determine, based on his or her investigation, whether a hostile environment exists, and if such a determination is made, will develop and implement interventions and remediations discussed in this policy to address such environment. When determining whether a hostile environment in fact exists, the District will consider whether the preponderance of the evidence establishes 1) harassing conduct (physical, verbal, graphic, or written) on the basis of race, color, national origin, sex, or disability occurred, and 2) that the harassing conduct was sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District. The Superintendent shall use reasonable measures to inform staff members and students of this policy including the District's Complaint form, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action in accordance with the District's student code of conduct, including but not limited to suspension and expulsion. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. The District prohibits retaliation against students or

employees who report harassment or bullying, or against any individual participating in a related investigation or disciplinary proceeding.

The District will provide counseling services to any person found to have been subjected to harassment on the basis of race, color, national origin, sex, or disability, to any student with a disability found to have been subjected to harassment or bullying on any basis and whom the District has determined was denied a free and appropriate public education.

**PRAIRIE VIEW SCHOOL  
SANDWICH SCHOOL DISTRICT #430  
BEHAVIORAL MANAGEMENT PLAN**

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

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

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

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

**STUDENTS HAVE THE RIGHT TO:**

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

**STUDENTS HAVE THE RESPONSIBILITY TO:**

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

- Obey all school rules; obey all teachers and staff

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

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

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

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

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

**STAFF MEMBERS HAVE THE RIGHT TO:**

- Be respected by students, parent(s)/guardian(s), and other staff
- Call for a parent/teacher conference when a student violates the discipline code
- Exclude a student from a class when that student is misbehaving in accordance with the building Behavioral Management Plan
- Expect students to behave properly
- Protection from physical assault, and from harm or theft of personal property

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

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

**NON-TEACHING PERSONNEL:**

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

**SUBSTITUTE TEACHERS:**

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

**CHRONIC MISBEHAVIOR:**

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

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

**AUTHORITY TO IMPOSE DISCIPLINE:**

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

Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student will maintain discipline in the school and on school grounds. Reasonable force may be used as needed to maintain safety for other students, school personnel or persons or for the purpose of self-defense or the defense of property. Also, teachers may temporarily remove students from a classroom in cases of disruptive behavior. The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) for a period not to exceed 10 school days.

**STUDENT BEHAVIOR:**

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

**PROHIBITED STUDENT CONDUCT:**

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

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other psychological change in the body, including



- without limitation, pure caffeine in tablet or powdered form; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the substance to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including, without limitation, pure caffeine in a tablet or powdered form.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including, without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

#### **DISCIPLINARY MEASURES:**

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

1. Notifying parents/guardian(s).

2. Disciplinary conference.
3. Withholding of privileges.
4. Referral to an outside agency
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen, or damaged property.
7. In-school suspension.
  8. After-school study or Saturday study, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
  9. Community service.
  10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
  11. Suspension of bus riding privileges.
  12. Suspension from school and all school activities for up to 10 days. A suspended student may also be prohibited from being on school grounds or attending any school activities.
  13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student may also be prohibited from being on school grounds or attending any school activities.
  14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and in accordance with Articles 13A and 13B of the School Code.
  15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### **DUE PROCESS:**

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

#### **CORPORAL PUNISHMENT:**

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

#### **GANG & GANG ACTIVITY PROHIBITED:**

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

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

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

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

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

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

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

#### **WEAPONS PROHIBITION:**

**The Sandwich School District maintains and practices a strict policy for students in possession of, or soliciting, purchasing, or transacting the business of weapons, knives, guns or instruments,**

**or articles that might be injurious to a person or property on school grounds or school sponsored activities.**

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

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

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

**CONCEALED CARRY LAW:**

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

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

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

**Students** - School authorities may search a student and/or the student's personal effects in the student's possession (such as: purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law, or the school or district student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

**SEARCH AND SEIZURE:**

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

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

**SCHOOL PROPERTY:** School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the student or parent, and without a search warrant. As a matter of public policy, the General Assembly

of the State of Illinois has found that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

### **SUSPENSION PROCEDURES:**

The following suspension procedures will be followed:

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

### **EXUPLSION PROCEDURES:**

The following expulsion procedures will be followed:

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

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

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

#### **RE-ENGAGEMENT OF RETURNING STUDENTS:**

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

#### **SANDWICH SCHOOL DISTRICT TRUANCY POLICY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available (see Resources and Supportive Services), the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

#### **ABSENCES:**

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

Personal grooming appointments not related to medical conditions; automotive maintenance; employment during school hours when not related to a high school educational program; oversleeping. If a doctor's note is required and not received within three calendar days of the missed day(s), and student cuts. Determination of excused absences will be made by the administration. The administration can deviate from these guidelines depending on individual circumstances.

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

- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up during the next five-hour Saturday detention in session. Tutoring and/or help will not be given during this detention. This only applies to the days missed after the student is officially designated as a truant.

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

Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level), religious reasons that prohibit attendance for a given time, or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student is sent home due to illness documented by school personnel or if a student absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count toward the seven days permitted by this section. If the student was sent home from school with fever, vomiting, diarrhea or at the nurse/administrator discretion, they will not be penalized with an unexcused absence and will not count toward the 7 parent excused absences. The following day may also be included in instances of fever, vomiting, or diarrhea.

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

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

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

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

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

#### **RESOURCES AND SUPPORTIVE SERVICES:**

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

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



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

### **PARENTS AND GUARDIANS:**

Please discuss these bus rules and procedures with your child. Your child should appreciate the important part they play in accomplishing a SAFE and EFFICIENT bus ride.

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

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

### **BUS SERVICE ELIGIBILITY:**

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

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

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

### **BE PROMPT:**

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

### **AT THE BUS STOP:**

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

### **DRIVER AUTHORITY:**

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

### **PERMANENT ROUTES:**

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

### **BOARDING/DEPARTING THE BUS:**

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

### **BUS CONDUCT:**

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

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

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

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

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

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

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

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

#### **STUDENT DISCIPLINE:**

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

#### **USE OF VIDEO CAMERAS:**

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

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

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

**DISCIPLINARY PROCEDURES:**

When, in opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a Bus Conduct Report will be issued. The intent is to maintain good order and a safe environment for students riding the buses to and from school or school sponsored activities, as well as to notify parent(s)/guardian(s) of the misconduct of their children.

**NOTE:**

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

**BUS REGULATIONS:**

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

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