

Classroom Bell Schedule

2016-2017

- 7:47 Elementary Tone (K-5 students may enter the building)
7:50 Junior High Tone (6-8 students may enter the building)
7:55 Tardy tone for all students (any student that is tardy **must** report to the office)

Period	Time	In class time
RTI/Activity	7:55 – 8:15	20 minutes
1	8:17 – 8:57	40 minutes
2	8:59 – 9:39	40 minutes
3	9:41 – 10:21	40 minutes
4	10:23 – 11:03	40 minutes
5	11:05 – 11:40 11:42 – 12:15	K-5 Lunch/ 6-8 Lunch/K-5 Recess
6	12:17 – 12:57	40 minutes
7	12:59 – 1:39	40 minutes
8	1:41 – 2:21	40 minutes
9	2:23 – 3:00	37 minutes

Dismissal Tones

3:00 p.m. All students dismissed

Early Dismissal

- 7:47 Elementary Tone (K-5 students may enter the building)
7:50 Junior High Tone (6-8 students may enter the building)
7:55 Tardy Tone for all students (any student that is tardy **must** report to the office)

Period	Time	In class time
RTI/Activity	7:55 – 8:15	20 minutes
1	8:17 – 8:50	33 minutes
2	8:52 – 9:25	33 minutes
3	9:27 – 10:00	33 minutes
4	10:02 – 10:35	33 minutes
6	10:37 – 11:10	33 minutes
5	11:12 – 11:45 11:45 – 12:15	K-5 Lunch 6-8 Lunch/K-5 Recess
7	12:17 – 12:50	33 minutes
8	12:52 – 1:25	33 minutes
9	1:27 – 2:00	33 minutes

Dismissal Tones

2:00 p.m. Dismissal Tone

Student Handbook

2016-2017 School Calendar

August 15/16/17	Teacher In-service Days
August 18	First Day of Student Attendance
September 5	Labor Day – No School
September 16	School Improvement – No School
September 21	Mid-Quarter Reports Go Home
October 7	School Improvement – No School
October 10	Columbus Day – No School
October 21	End of First Nine Weeks
October 26 & 27	Parent/Teacher Conferences 2:00 p.m. dismissal
October 28	No School, Parent Conferences`
November 11	Veterans Day, No School
November 23	2:00 P.M. Dismissal, Thanksgiving recess begins
November 24 & 25	Thanksgiving Recess – No School
November 23	Mid-Quarter Reports Go Home
December 21	2:00 P.M. Dismissal
December 21	Winter Recess through January 3
January 4	School Resumes
January 13	Second Quarter ends
January 16	Martin Luther King Day – No School
January 27	School Improvement – No School
February 15	Mid-Quarter Reports go Home
February 15 & 16	2:00 p.m. Dismissal, Parent Conferences
February 17	No School – Parent Conferences
February 20	No School President’s Day
March 17	Third Quarter ends
March 17	2:00 P.M. Dismissal, Spring Break begins
March 20-24	No School – Spring Recess
April 13	2:00 p.m. Dismissal
April 14 & 17	No School – Easter Break (17 th if snow days remain)
April 19	Mid Quarter reports home
April 28	School Improvement – No School
May 24	Last Attendance Day – Report Cards Issued (if no snow days used)
May 24	Graduation (if no snow days used)
May 25	Teacher In-service – No student attendance (if no snow days used)

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Ed Broerman, Vice-President
Brandon Sancken, Secretary
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Shannon Roahrig – Kindergarten
Alexis Heins – Library /8th Tech
Amber Christensen – First Grade
Karen Froelich – Second Grade
Cindy Palen – Third Grade
Hayley Beyers – Fourth Grade
Mike Stoecklin – Fifth Grade
Shelly Beyers – 5th-8th Math & Computer Tech
Brian Blair – Junior High Science & Social Studies/Constitution
Paige Nelson – Junior High Language Arts
– Health & Physical Education
Christine Ruffatti – Special Education Resource
Natashia Coan – Music/Band & Chorus/Fine Arts
– Early Childhood Aide
Donna Gebhardt – Special Education Aide
David Todino – Custodian

Bus Drivers

Niki Dransfeldt
Bob Bradford
Illinois Central School Bus
(815) 842-1500

Cafeteria

Harriet Hughes
Natasha Furlano

Forward

The policies and procedures contained in the handbook are the results of a concerted effort on the part of the faculty and administration and approved by the Board of Education. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to your school, and to become an integral part of school activities and programs.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

This handbook will describe some of the rights and responsibilities of students in Saunemin Elementary School and set forth regulations governing school behavior. These rules and regulations apply to conduct on school premises, on school buses, or to activities involving school property. They also apply to conduct off of school premises, which directly affect other students or the school, and to conduct at school functions of any kind.

The Superintendent retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he/she considers necessary. Furthermore, the Superintendent reserves the right to amend any provision in this handbook which he/she deems to be in the best interest of the educational process.

We expect every staff member, both certified and non-certified to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances be tolerated.

This handbook shall not be interpreted as a contract of any kind and may be changed by the Board or Administration at any time.

WELCOME TO SAUNEMIN ELEMENTARY SCHOOL

A NOTE TO PARENTS

Good discipline originates in the home. The parents are the first teacher of the child and should develop in him/her good behavior habits and proper attitudes toward school. A parent should:

Recognize that the teacher's role is similar to the parents while the child is at school.

Teach the child respect for law, authority, and rights of others, and for private and public property.

Arrange for prompt and regular school attendance and comply with attendance rules and procedures.

Work with the school in carrying out recommendations made in the best interests of the child, including discipline.

Talk with the child about school activities: show an active interest in his report cards and progress:

- ◆ Do you encourage you child to be enthusiastic about his/her school work?
- ◆ Does your child schedule sufficient home study time?
- ◆ Is there a suitable, quiet place to study at home, at a regularly scheduled time? Pencils, paper, supplies should be on hand.
- ◆ Do you have family agreements THAT ARE KEPT regarding the use of the internet, telephone or TV.
- ◆ What do you suggest as a substitute when you're told there is no homework? Consider:
 - Reading**-a continuous assignment for everyone, including magazines, newspapers, and books chosen for enjoyment
 - Reviewing**-class notes, mathematical processes, grammar usage, spelling.
 - Research**- science or other long term projects that have been assigned.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers

DISTRICT WEB SITE

Visit www.saunemin.org regularly to check on the latest school information, dates, cancellations, schedules, and you can even check your student's grades any time you wish. School or contest cancellations will be posted immediately. You can also access teacher e-mail on the site.

School Spirit

School spirit may be divided into three categories:

1. Courtesy/respect—Toward teachers, fellow students, students from other schools, and the officials of school athletic activities.
2. Pride—In everything our school endeavors to accomplish and has accomplished
3. Sportsmanship—The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his or her utmost to keep the scholastic and activity standards at the highest possible level.

School Colors: Royal Blue and Gold

School Mascot: Eagle

School Song:

**Go for Saunemin,
Go for Saunemin,
You are doing fine.**

**There is no one that can stop you
When you're once in line. (do, rah, rah)**

**On to Victory, on to Victory
Our hopes never fail. (Hey!)
Fight Eagles,
Fight, fight, fight,
For Saunemin Jr. High.**

**E-E-EAG
L-L-LES
EAG - LES**

EAGLES!

Attendance Policies

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Illinois School Code (Section 26-10) states: *Any person having custody or control of a child . . . who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall . . . be subject to not more than 30 days imprisonment and/or fined up to \$500.00*

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:15 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Every effort will be made to use the Alert Now phone call system to notify of cancellations or early dismissals. Make sure the school office has your latest phone contact information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Daily Attendance Policy

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Superintendent. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 815 832-4421 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

NOTE: If your child has had a fever or has vomited in the previous 12 hours, please do not send them to school. They will only infect the other students.

MAKEUP WORK: If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Extended Absence

If a child(ren) is to be absent from school for an extended period, parents need to make arrangements with teacher(s) and the administration **five (5) school days prior to taking the child(ren) out of school.** Upon receipt of a request for lessons, the classroom teacher will prepare a maximum of five (5) days of school assignments available for credit. It is not unreasonable that some work with a tutor may be expected to assist in bringing the student back up to the class achievement level. Parents should be willing to assure school personnel that work missed will be made up in a conscientious manner and will be finished when the student(s) return to school. Failure to comply with this policy may result in loss of credit for missed work.

Unexcused Absences

Unexcused absences are given to those students who return to school without an acceptable note from parents or guardian. The classroom teacher may require missed work to be made up without credit. A zero will be given for any work missed during an unexcused absence.

Truancy

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy may include UNEXCUSED ABSENCES.

A “CHRONIC OR HABITUAL TRUANT” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 days (9 days).

When the first instance of truancy occurs, the student may spend two (2) 60-minute periods of detention for each period he or she is truant, **or the administration may assign a Saturday detention.** For the second instance of truancy, a Saturday detention will be imposed. Additional instances of truancy will result in Saturday detention, internal suspension, and/or external suspensions.

The Saunemin school staff believes attendance is very important. To make sure we have open communication with parents, we will do the following-regardless of the reasons a student is absent.

After the 6th time a student is absent, a letter will be mailed to the parents stating the day of the absence, the length (A.M., P.M., or all day) of the absence, and if it is excused, unexcused, or if truancy was involved.

After the 7th unexcused or truant absence, the parents will be contacted again by letter or by phone to discuss the absences of their son or daughter. A conference may be scheduled with the parents and student depending on reasons for the absences. The attendance assistance program caseworker will also be contacted, and a truancy referral form will be completed.

After 9 unexcused absences, the student will be on step 2 of the truancy program which could lead to court action against the parent and/or student.

Truancy Program

Referral to the attendance assistance caseworker on the 7th day of unexcused absences. A letter from the coordinator will be sent to the parents.

On the 9th unexcused absence, the Regional Offices will submit the truancy form to the States Attorney’s office for filing in juvenile court. Letter #2 will be mailed to the parents.

If the student is found by the court to be “a truant minor in need of supervision”, he/she may be:

Committed to the Regional Superintendent for a multi-disciplinary case staffing, individualized service plan, or referral to comprehensive community based youth services.

- ◆ Required to comply with an individualized service plan as specifically provided by the Regional Superintendent.
- ◆ Ordered to obtain counseling or other supportive services.
- ◆ Subject to a fine in an amount in excess of \$5.00 but not exceeding \$100. 00 for each day of absence without valid cause as defined in Section 26-2a of the School Code.
- ◆ Required to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities.

Arrival at School

The doors will be opened each day at 7:47 A.M. for student arrival. The entry bell will ring at this time signifying that students should report to their first-hour classes. Students are discouraged from arriving at school before 7:47 A.M. unless they are involved in scheduled activities. Students are not to be at their lockers prior to the 7:47 A.M. entry bell. On inclement days, students may be admitted at 7:45 A.M. The superintendent or designated staff member has the authority to decide which days students will be admitted early.

Leaving School During the Day

All students must sign out of the office before leaving school. A note signed by the parent(s) must be presented to the office prior to the student's leaving. If the student does not have a note, the parents/guardian must be reached by phone prior to the student's dismissal.

Returning to School During the Day

Upon the student's arrival back to school during the academic day, he/she must report immediately to the office for class admittance. If a student's parent/guardian has not called to report the absence, a written statement signed by his/her parent/guardian stating the reason for the absence must be submitted at this time. If the office has not received a phone call or written statement from the parent/guardian at this time, the absence is considered **unexcused**.

Student Attendance at Extra Curricular Activities

When activities are scheduled in gym or other school areas, students are to remain in the areas provided for the activity for security reasons and should also stay under parental/guardian supervision. Student fans are to be in their seats to support our teams. Fans are permitted to go to the concession stand at half time or between games. Students are not to leave the premises (at home or away events) until the conclusion of the event unless accompanied by a parent or guardian. Fan conduct should not interfere with other spectators viewing of the activity or activity performance.

Student Attendance at School for Participation in Extra-Curricular Activities

Students may not attend nor participate in extra-curricular activities if they were not credited with a full day attendance (by state statute standards) or had an unexcused absence the day of the event. Students that miss any portion, or all of a school day due to excused circumstances including family emergency, funeral, medical appointments, or prior administrative approved absence, may attend or participate in an extra-curricular activity on the said day.

School Fees/Fines/Charges Waivers

Fines, Fees, and Charges; Waiver of Student Fees

The school may establish fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that

meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building Superintendent will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building Superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building Superintendent at [insert address and phone number].

General School Policies

Visitors to the school

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself 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.

Student Visitors

Saunemin students are **not allowed** to bring friends to school to visit classrooms. The visitor has no educational purpose for attending school at Saunemin and could be a distraction to the student, other classmates and teachers.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school Superintendent prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building Superintendent.

Volunteers are required to check in and out at the main office before going to their destination.

Phone Usage

Students use of school phones should be limited to **emergency** calling. A teacher signed and dated phone pass will be required before a student will be allowed to use the phone.

Substitute Teachers

Saunemin School District is fortunate in having capable people to help us when our regular teachers are ill or away attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. As responsible students, we should make every attempt to see that these impressions are good ones.

Lost and Found

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Unclaimed articles of clothing will be given to the Salvation Army or other suitable charitable organizations. Substantial amounts of money or other valuable items should not be brought to school.

Recess Weather Conditions

Generally, during severe or inclement weather, the teachers determine if the children should go outside or remain inside during recess time. During the winter months, children are to be dressed warm enough and with **boots, gloves or mittens, and hats** to be ready to go outside during recess. The wind chill factor plays a major role in determining which days the children are to remain inside or go outside. Please be assured that our teachers are very conscientious in making this decision. However, when children are recovering from an illness or other such circumstances, we certainly will honor parents requests (notes sent to the school) to have their child remain inside. However, under normal circumstances, expect all children to have time outside for regenerative and exercise purposes as this promotes higher achievement during classroom sessions.

Lockers

Lockers are the property of the school, loaned to students for their convenience. **Lockers offer limited privacy and are subject to searches by school officials.** Students should not share or trade lockers unless they have permission from school officials. Students should not enter or tamper with other students assigned lockers. **No locks may be placed on hallway lockers.** Students may not place signs on the outside of their locker without special permission. Decorations on the inside of lockers should be held by magnets (not tape or glue), and should not be offensive or inappropriate (school's judgment). Lockers should be kept clean and free of litter. Aside from sack lunches, no food or drink of any kind, including water, gum, candy, may be placed in your locker. Lockers should not be banged, kicked, defaced, forced shut, or otherwise damaged. Students will be charged for damages to lockers. If a student does not properly care for their locker, the student may lose the privilege of locker use.

Searches and Seizures

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.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for

illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is 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's 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.

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.

Police Interrogation

A juvenile officer may interview a student in school providing he or she presents proper identification to the Superintendent prior to the interview. The parents or guardians shall be notified before the student is interviewed. If the parents object, the interview will not be conducted. The interview shall be conducted in the presence of a teacher or the Superintendent, and the parents or guardian if the parents or guardians desire to be present for the interview.

A representative from the Department of Children and Family Services may interview a student at any time without parent permission.

A representative from a State or County agency may, with a court order, interview a student without parent permission.

Equal Educational Opportunities/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 Superintendent.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building Superintendent if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Homeless Students

Saunemin CCSD #438 shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribe in the McKinney-Vento Homeless Assistance Act.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the Superintendent.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Roller Blades, Roller Skates, Skateboards, and Scooters

Students are not permitted to ride skateboards, roller blades, roller skates, or scooters on school property. Shoes that have wheels on the bottom are also not permitted at school or at any school related event as they pose a safety hazard.

Hall Passes, Notes from Home, Parent Signatures

Misrepresentation or forgery of any of the above school-required documents is viewed as an attempt to violate school policy. Prompt disciplinary action will result, including Saturday detention or external suspension from school.

Study Hall Rules

Each student in the study hall must have something with which to occupy him/herself for study purposes. Books and other materials needed for study are to be taken there at the beginning of the period. Each student will be assigned a regular seat.

1. Anyone not in his or her assigned seat after the bell will be reported as tardy.
2. Students must come to the study hall prepared with pencil, paper, and notebook, and must come ready to study the entire period.
3. Students must work during the entire study hall period. Visiting, sleeping, or otherwise wasting time will not be permitted.
4. Permission to talk or work together must be obtained from the teacher.
5. Only library material or material related to classroom work may be studied or read in the study hall.
6. Students are to refrain from eating any food, candy, gum, etc., as this is a violation of school rules.
7. If a student has a pass to work in another teacher's class, the pass must be presented to the study hall teacher at the beginning of the period.
8. Students without D's or F's on their weekly grade sheet may be allowed to use the computer lab at the discretion of the study hall teacher as long as **all** homework is complete and computers are available at that time.

Tardiness

Tardiness is disruptive to the classroom and also has an adverse effect on the student's educational process. Students are to be in their seats and ready for work before the bell sounds. Students detained by an instructor are to secure a late slip from that instructor. If a student needs to use the restroom or get a drink, and are not sure they will return to class before the bell rings, they should ask their teacher for permission before they go to the restroom. In the event of tardiness at any time during the school day, the student will be reported to the Superintendent's office. The following procedure may be followed.

After three (3) instances of tardiness during the school year, the student will receive a detention and his/parents will be notified.

Each additional 3times tardy will result in an after school detention.

For every three times tardy to school, with no valid excuse, the student will receive ½ day of unexcused absence.

A student receiving 4 detentions or more in a quarter may receive a Saturday detention and will not be allowed to attend the year-end field trip.

Extra Help

A student may always seek extra help from teachers if he or she does not understand an assignment, if the work is difficult, or if the student has been absent and has missed assignments and class discussions. A student should arrange a conference with a teacher before or after school or at a time during the school day convenient to both teacher and student.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as punishment but rather as a desire of the teacher to help the student make the progress of which he/she is capable. Teachers will notify the student and his/her parents when requests are made to keep a student after school.

Year End Field Trips

Whenever deemed possible, a year-end field trip may be taken by each class. These field trips are considered a privilege for students and participation is not a right. The following conditions are cause for students to be excluded from year-end field trip participation:

1. Receiving more than 3 detentions in any one quarter grading period.
2. More than 1 Internal or external suspension from school at any time during the school year.
3. More than 1 bus suspension at any time during the school year.
4. More than 1 Saturday detention at any time during the school year.
5. Excessive unexcused absence.
6. Failing 2 or more academic courses for the year.

Grade Incentive Field Trips/Activities: More than one detention in any nine week period disqualifies students for grade incentive trip or activity participation. Written lunch detentions count towards the one detention limit. Items 2-5 above also apply.

Students not allowed to attend year-end field trips are expected to attend school on the day of the field trip. School work will be provided for that student.

School Textbook Maintenance

Students who are provided textbooks for use during the school year shall be responsible for returning the textbooks at the end of the school year in the same condition as issued. Students who abuse textbooks by writing in them, removing or tearing pages, marring the cover, ruining the binding, or any other misuse or abuse shall be assessed a textbook fine. The fine may be for as much as the replacement cost or rebinding cost of the textbook, including any shipping and handling charges that may be incurred by the district.

Lunch/Breakfast Program

Saunemin Elementary District No. 438 participates in the National School Lunch and Breakfast Programs. The school serves a Class A hot lunch daily for those students who wish to participate. In order to defray waste, the Saunemin cafeteria implements the offer vs. serve program to their students. Students eating hot lunch must take three of the five food groups offered to them on the Type A hot lunch

line. Those who wish may bring a sack lunch. We encourage those who bring a sack lunch to buy milk at school. Lunch count is taken in homeroom the first thing each morning. **If a student is going to be late because of a medical appointment, etc., please contact the school office before 9:30 A.M., so that your child may be included in the lunch count.**

If students wish to purchase an extra lunch, they must bring a note from their parent stating that they have permission to do so that day, or must have a permission slip on file in the office. Students must tell their homeroom teacher during morning lunch count that they wish to purchase an extra lunch for that day. No late requests will be honored. Extra lunches cost the same as regular lunches, \$1.80 for grades Kindergarten through Fifth, and \$2.05 for grades Sixth through Eighth. Students participating in the Free/Reduced Lunch Program must pay full price for the second lunch.

Students are expected to observe and practice good table manners. Loud talking and unnecessary noises are not acceptable. Try to make meal time a pleasant time for those around you at the table. Students unable to observe lunch time rules may be subject to alternate lunch placement or other discipline.

The School Breakfast Program will be a “Grab and Go” breakfast. Breakfast will mostly consist of cereal, milk, juice, and the like. Breakfast cost is \$1.50 per day for all grades. If a student qualifies for free or reduced lunch, they qualify for free or reduced rate breakfast. Reduced breakfast cost is \$.30/day.

Students may deposit money into their accounts during the school day. Students are encouraged to pay for lunch and breakfast weekly or monthly if possible. Deposits should be made in the morning before school starts if possible. Deposits may not always be credited to their accounts before lunch time on the day of the deposit. **Students will not be allowed to accumulate a negative balance in excess of 10 lunches or 10 milks owed to the school.** Free and reduced price lunches and breakfasts are available at Saunemin School District if parents or guardians qualify. Contact the school office for income guidelines and a Free/Reduced lunch application. All applications are processed promptly.

Lunch Grades K-5	\$1.80 daily
Lunch Grades 6-8	\$2.05 daily
Breakfast all Grades	\$1.50 daily
Extra milk	\$0.30 per carton

Pop is not allowed any time except at teacher supervised activities.

Student Discipline

Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. – Illinois School Code

Standards and procedures for individual conduct and class control need to be developed and implemented in order to maintain an environment conducive to learning. Cooperation among parents, teachers, and an administrator is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

While in school or at extra-curricular activities, students are expected to maintain acceptable behavior. We feel communication is important between parents and teachers concerning discipline and schoolwork. A child’s educational benefits are greatly enhanced if a teacher does not have to spend

much time on discipline. It is the position of the Board of Education that appropriate student behavior is necessary for effective education. It shall be the duty of the school administrators and teachers to maintain the discipline necessary in order to have such education, as well as to protect the rights of all persons and property on the school grounds, in school buildings, on school-operated vehicles, and at extra-curricular activities. Accordingly, the Board shall adopt general policies as needed to lay the groundwork for sound discipline and shall require the certified staff under the direction of the building Superintendent to make and enforce reasonable rules of student conduct.

In order to assure the classroom environment is conducive to effective learning, teachers shall have the right to remove students from the classroom for the following reasons:

1. Disruptive behavior
2. Jeopardizing the health or safety of himself/herself or others
3. Intentional damage to property
4. Failure to cooperate with the teacher or do required classroom work
5. Interfering in the learning climate
6. Hostility towards others
7. Use of profane, obscene, or otherwise inappropriate language.

When a classroom teacher sends a student to the Superintendent, the following steps are to be followed:

1. Find out the problem
2. Possible notification of parent or conference with parent
3. Second trip – notification of parents and conference

Possible consequences:

- A. Detention
- B. In-school suspension
- C. Out of school suspension
- D. Saturday Detention
- E. Expulsion

The following offenses may result in automatic suspension:

1. Threatening or hitting a teacher
2. Possession of drugs or alcohol
3. Possession of weapon(s)
4. Destroying or defacing property
5. Unacceptable behavior toward other people
6. Criminal activity
7. Fighting

The following steps may be utilized concerning Junior High discipline:

1. Verbal warning
2. Alternate placement – hallway, room
3. Detention – parent notification – 30-60 minutes in length; if student does not serve detention, it goes to the Superintendent with time to be served doubled (See Detention Notice)

NOTE: Upon receipt of a third detention in one week (any five day period), that detention may become a Saturday detention.

4. Parent, Superintendent, teacher conference – if not resolved may result in an in-school suspension

5. In-school suspension
6. Out of school suspension
7. Expulsion

Classroom teachers will discuss and post classroom rules. Hallway and lunchroom rules will be discussed and posted. In all disciplinary matters the due process rights of students and their parents shall be appropriately observed.

Effective discipline can only be attained and maintained with the cooperation and support of the parents and staff of the school. The administration shall see that all parents and guardians receive a copy of student rules and regulations within 15 days of the opening of the school year. Parents or guardians enrolling students after the start of the school year shall receive a copy of the rules and regulations at the time of enrollment. All school rules and related penalties shall be explained to the students at the beginning of each school year and as appropriate thereafter.

Records shall be maintained for each teacher's disciplinary referral and student penalties. The Superintendent shall take measures to assure that disciplinary procedures used in the district are uniformly applied and that they comply with all state and federal requirements. Safeguards should be present which assure that the special needs of individual students are adequately protected.

Detention Rules

Detention starts promptly at 3:00 P.M. (unless specified differently by the issuing teacher).

If a student is late arriving to a detention, the student's detention time is increased.

While in detention, students are to study, read a library book, or help the teacher. No one is allowed to just sit.

If a student fails to report for detention, an additional detention will be assigned. The second time he or she fails to stay will result in a one (1) day in-school or Saturday detention.

Saturday Detention

Saturday detention shall be used as a method to notify and alert students and parents that the classroom behavior exhibited by the student is unacceptable. Students who cannot, or choose not to, follow the classroom guidelines for discipline may be assigned a Saturday Detention. The Superintendent will assign Saturday Detentions.

Saturday Detention will be each Saturday of the school year and will be held in the Library. Detention will begin promptly at 8:00 A.M. and will end at 11:00 A.M. Students must be inside the assigned room and seated by that time. The doors will open at 7:45 A.M. and the Saturday supervisor will lock the door at 8:00 A.M. SHARP! Students will be asked to leave the building at 11:00 A.M. so transportation must be available or a location determined as to where the student will walk to secure a ride. Local students may walk home. Students walking to a designated location will need a note from home stating where they are to walk.

You are expected to bring school work with you, which you are to work on at the start of your detention time. If you do not have any schoolwork, you need to see the supervisor before 8:00 A.M. to discuss it with him/her. Other materials that are allowable are:

- a. assigned homework or make-up work
- b. books or novels
- c. your own note paper or writing paper – you will **NOT** be allowed to borrow from someone else.

**The Supervisors will make the determination of the appropriateness
of anything brought into the room.**

You must stay quiet and on-task for your entire time. The supervisors will keep track of your time.

You will **NOT** be allowed to work with anyone.

You will **NOT** be allowed to write notes or letters.

If you are asked to leave before finishing your time, you will do so immediately and quietly. Students will have access to the phone to call parents, if the pick-up time is before 11:00 A.M.

If you are ill and cannot attend your Saturday detention, your parents must call Mrs. Schmitt at home (815) 692-3630, before 7:00 A.M. on Saturday.

Failure to serve your detention or misbehavior resulting in being asked to leave your Saturday Detention early will result in an external or internal suspension. This applies to being late. The Superintendent will determine whether suspension is external or internal.

- First offense: 3 days of external or internal suspension
- Second offense: 5 days of external or internal suspension
- Third offense: 10 days of external suspension and referral to school board for expulsion.
- These suspensions will automatically begin on the Monday following the Saturday detention.

Students who fail to report to Saturday detention will be considered as truant.

Any disrespect to the Saturday Supervisors will result in an automatic 3 day external suspension.

A postponement of one Saturday per year may be arranged for illness, death in the immediate family, or other extreme emergency. Unacceptable reasons for postponement are jobs, extra-curricular activities, recreational activities, etc.

All arrangements for a postponement must be made by a parent/guardian with Mrs. Schmitt before the end of the school day on the Friday prior to the Saturday detention.

Supervising teachers may grant a restroom/drink break during the morning. No food, candy, drinks, etc. are allowed in the detention area.

Definition of Gross Disobedience or Misconduct

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Gross disobedience or misconduct shall include any conduct, behavior, or activity that causes substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to, the following types of conduct, behavior, or activity, or any other activity or behavior that may be prescribed by the school board from time to time:

1. Insubordination to any school personnel which includes failure to follow directions.
2. Possession of, use of, or distribution of any dangerous substance or weapon.
3. Intimidating or attempting to intimidate school personnel and/or students.
4. Fighting with or assaulting school personnel and/or students.
5. Intentional damage to or destruction of school property, or property of school personnel.
6. Verbal abuse or use of profanity or obscenity to school personnel.
7. Endangering the physical or psychological well-being of the school population by acts such as:

- a. Improper release of a school fire alarm or tampering with fire extinguishers.
 - b. Starting a fire in or to school property or attempting to do so.
 - c. Setting off explosive devices in or to school property or attempting to do so.
- 8. Repeated incidents of misbehavior, including refusal to comply with school rules.
 - 9. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel and/or students.

Due Process

The board will extend to students their full rights as provided by law. It is the board’s desire that the exercise of authority necessary in a school setting is fair and that the students’ rights are fully protected. To that end, if during the course of investigating student disciplinary situations, it becomes evident that law enforcement authorities are likely to become involved, that the investigating administrator will notify the parents or guardians of the involved students prior to contacting law enforcement authorities.

Student Conduct

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- 1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous

system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- e. "Look-alike" or counterfeit drugs, including a substance 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.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- g. 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 in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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.
20. 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.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent.

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

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

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

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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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.

Weapons Prohibition

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

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The Superintendent 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.

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

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

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Mrs. Schmitt

Name

Address

815 832-4421

Telephone

Complaint Managers:

Mrs. Schmitt _____ Name	Mr. Stoecklin _____ Name
_____ Address	_____ Address
_____ 815 832-4421 _____ Telephone	_____ 815 832-4421 _____ Telephone

Dress Code

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning climate. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The Superintendent is the final authority. There is an ever-increasing amount of literature, based on recent research, which supports the premise that there is a high correlation between certain formality in dress and educational disciplinary excellence. Researchers seem to be reaching the same basic conclusion that many students, to a great extent, “act the way they dress.” These findings seem to support the belief that certain standards of dress and modesty must be established and maintained. The standards should be consistent with good judgment, common sense, decency, respectability, and community standards.

The school board and administration have agreed to the following guidelines concerning student dress:

1. Tank tops are not permitted unless they fit securely at the shoulders and at the arms. Spaghetti/Narrow straps are NOT allowed!
2. **A garment may not expose the torso under any conditions** (arms raised above head).
3. Undergarments may not be exposed.
4. No garment may be worn which advertises drug or alcohol products or is suggestive in nature.
5. Patches and other decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing
6. Shoes must be worn on school premises at all times.
7. Students may wear shorts to school during the months of August, September, October, April, May, and June. Shorts must be of reasonable length and fit. Administration determines appropriateness of length/fit. Shorts, pants, or tops made of spandex-type material (tight fitting) will not be acceptable regardless of length.
8. **Unusual or “costume” dress is not acceptable.** The administration will exercise its discretionary authority to determine whether a garment or attire is disruptive in nature. Headbands, sweatbands, etc. are considered to be “costume” dress and potentially hazardous to student safety.
9. Any dress containing metal or hard plastic that may be deemed potentially harmful to others or damaging to school property (such as chains or studded bands) is not allowed.
10. Skirts must be of reasonable length and fit. The length of a student’s skirt may not cause or create a classroom or school disturbance.
11. Students are not allowed to display any body art (drawing on their body).
12. Unnatural hair coloring is discouraged.

Students wearing unacceptable attire will be asked to change into acceptable attire, which may be provided by the school.

Wearing of Hats

Students are not permitted to wear hats upon entering the building and leaving the building. Hats are not to be worn in the building during the school day.

Bussing/Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students riding busses are expected to behave in such a manner that will not interfere with the driver of that bus. Any student that chooses not to behave will be forbidden to ride the bus, as this is a privilege and not a right. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Superintendent.

BUS RULES

DO

1. Be on time.
2. Wait until the bus comes to a complete stop before entering or getting up to leave.
3. Keep hands, head, and anything else inside the bus at all times.
4. Dress properly for the weather
5. Keep all electronic devices on silent so as not to distract the driver.
6. Keep the bus clean, sanitary, and safe at all times.
7. Be absolutely QUIET when approaching a railroad crossing.
8. Be polite, courteous, and responsible while on the bus.
9. Use the emergency door ONLY in an emergency.
10. Remain in the bus and in your seat if there is a road emergency. The driver will give you clear instructions if it is necessary to leave your seat or the bus.

DO NOT

1. Leave your seat while the bus is in motion.
2. Move from one seat to another while on the bus.
3. Disturb others while loading and unloading.
4. Poke, slap, punch, taunt, or grab other students' clothing, or lag behind.
5. Make excessive noise. This includes loud talking, laughing, whistling, singing, etc.
6. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
7. Throw anything on the bus or out of the bus.
8. Get off the bus at any stop other than the pickup point or the discharge point unless the driver is supplied with a note from your parents.
9. Ask the driver to stop at other than planned stops.
10. Eat or drink on any bus without the permission of the driver.
11. Wear athletic shoes containing spikes or cleats.
12. Parents will be liable for any defacing or damage students do to the bus

Bus Removal

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

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

When a student is removed from a bus, he/she is removed from all busses, including extra-curricular busses. This suspension from the bus would also exclude the students from any extra-curricular activities at home or away from school. The student may practice but any transportation (if necessary) will be provided by the parents.

Unless unusual and/or severe problems exist, the following removal system will be enforced:

1st violation: Warning and/or 1-10 day removal from bus and/or school

2nd violation: 1-10 day removal from the bus and/or school.

3rd violation: 3-10 day removal from the bus and/or school.

Additional violations may result in a recommendation to the Board of Education that permanent removal for the remainder of the school term be given with the next violation.

Extra-Curricular Bussing

All participating students are required to ride approved school transportation to and from extra-curricular activities.

Students may ride home with approved adults (grandparents, parents, or guardians of another participating student) by presenting a note with parent/guardian signature to the coach prior to leaving for the event.

Once at an event, students may ride home on school transportation or with their parents only. No other transportation will be acceptable unless emergency conditions have warranted approval by the coach.

Physical Education

Dress Code – Physical Education

All students at Saunemin CCSD #438 should have tennis shoes available everyday to wear for Physical Education class.

Students in grades 5 – 8 must have a set of physical education clothes (see below) in addition to their school clothes, which can be worn during physical education class. Due to the nature of the physical education activities, gym clothes allow more freedom of movement and are less likely to become torn or soiled than school clothes. Students wearing school clothes to physical education class will be expected to participate in the regularly scheduled activity of the day.

Class Activity

A variety of activities are planned for class utilizing team and individualized groupings. Daily, conscientious participation in all activities is needed to earn a passing grade in physical education. The Illinois State Department of Education requires a daily physical education activity in every grade level.

P.E. Rules and Regulations

- ◆ All students are expected to follow the uniform policy below for class activity.

blue shorts

blue or white T-shirt (No advertisement or foul language or gestures)

white socks—considered part of the uniform.

tennis shoes—All students must have a pair of clean athletic shoes(**not** flat bottom skate shoes) available every day for physical education class. **This pair should be for P.E. only.**

*** A uniform is NOT required as long as P.E clothing regulations are met**

Students will be assigned a P.E. lock and locker for class. Student should keep lockers locked when not in use.

Each Jr. high student is required to change into a P.E. uniform, or as addressed above, for class activity and is also required to change back into his/her clothing they wore to school that day.

Students are encouraged to lock up anything of value in their P.E. lockers during their class time. They should also make sure their locker is locked when they leave class.

Students are not allowed to wear team uniforms or equipment for P.E. class.

Students are to remove all jewelry before entering the class.

All students are to remain in the gym until dismissed for next class; after they have dressed into their street clothes.

There is no gum, candy or food of any kind allowed during class time.

A student will be excused from physical activity with a note from home for 2 days only. One note per nine weeks. If any additional days are needed, students must obtain a note from his or her doctor. Those students who are medically excused for an extended period will be assigned a paper to write to make up for class activity misses. There will be one paper due for every two days missed. This rule applies to elementary students as well.

Physical Education Grading System

Each week students receive 10 points per day (i.e. four days of school equals 40 points).

Students will lose points for the following infractions

* All grades and excuses are per 9 weeks

1.	No clothes / No participation	-10
2.	Unexcused Absence	-10
3.	No proper shoes/no participation	-10
4.	Suspension	-10
5.	Asked to leave class / Discipline	-5
6.	No clothes (with proper shoes) / Participation (limit 1)	-3; -5
7.	Dressed (with proper shoes) but not participating (limit 1)	-3; -5
8.	No participation because injured without Dr.'s note (limit 1 before points are in effect)	-3
9.	Poor attitude / Sportsmanship	-3
10.	Bad language	-3
11.	Tardy to class without a pass	-3
12.	Gum or candy in class	-2
13.	Not following directions	-3
14.	Jewelry	-3
15.	No participation because injured with Dr.'s note	0

Written tests are given throughout the year. Each test score is added to the student's weekly grade.

Mid-Term Progress Reports.

Report cards are issued every nine weeks. Letters indicating that the student is doing unsatisfactory work, work which needs specific improvement, or extra special good work are sent out every four or five weeks. Parents may request weekly reports on their child's performance. Students in grades 3 through 8 receive weekly grade sheets on the first day of the week. Students in grades 3 through 8 must return these grade sheets with a parent/guardian signature by the end of that week.

There are two scheduled parent/teacher conferences during the school year; at the end of the first grading period and mid-quarter of the third grading period. During these conferences, the student's progress is discussed. Parents having concerns are encouraged to make an appointment with the teacher at any time. **Do not feel that you need to wait for conference day to see a teacher.**

Report Cards

Report cards are sent home every nine weeks to help inform parents of the progress of their child(ren). Report cards are sent home the Wednesday following the close of the grading period. Grade period ending dates are marked on the calendar at the beginning of this handbook. Parents are encouraged to call the office and/or teachers who are responsible for your child(ren)'s grades and discuss any questions about his/her grades.

Honor Roll / High Honor Roll (Grades 6, 7, and 8).

Junior High students can make the honor roll by having all of their grades in the "A" and "B" range, with one C grade no lower than a 78%. Achieving six grades in the "A" range and one grade in the "B" range makes High Honor Roll. The subjects that determine honor and high honor roll are math, science, social studies, reading, spelling, English, and P.E.

Retention Policy

Promotion or retention shall be made in the best interest of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. Social promotion is prohibited by The School Reform Act of 1997.

In retaining or promoting a student in grades kindergarten through eight, the school's promotion criteria will be based on the successful criteria of the curriculum, attendance, performance based on ISAT, ITBS, and the School Board approved local assessment or completion of IEP goals.

In all instances of retention, the student's parents must have been informed throughout the year of the student's lack of progress and their cooperation must have been sought in helping the student do better work. A record of parent notification must be kept by the teacher as evidence that an attempt has been made to secure the cooperation of the parents in helping the child make better progress.

Students who are retained will be given remedial assistance in the following ways;

1) Individual Educational Plans will be developed to address the areas of deficiency 2) increased or concentrated instructional time will be provided, and 3) modifications to instructional materials will be made to adapt to the ability levels of the retained student. See "Pass/Fail Policy" which follows for grades 5-8.

Graduation

Eighth grade students must successfully pass and complete all minimal requirements of the District prior to the date of graduation in order to be eligible to participate in the graduation ceremonies. The Illinois State Department of Education establishes the minimum criteria for graduation from the Eighth Grade. The Saunemin Board of Education has adopted said minimum and has added a requirement to successfully pass (70%) a comprehensive exam over the human body (FRED).

PASS/FAIL POLICY

The Board of Education and staff at Saunemin Elementary want to ensure that students are well prepared for high school and for life challenges beyond. Saunemin District #438 must be accountable for providing a good standards based education to the students of Saunemin. The Board of Education must be accountable for providing stringent policy and guidelines on student promotion and retention according to the Illinois School Code (105 ILCS 5/10-20.9b). The following pass/fail/policy will be strictly enforced:

- ◆ To be promoted to the next grade, students in grades 5-8 must pass all but one of the core courses. If a student fails more than one core course, he/she will be retained.
- ◆ Core courses include English, Spelling, Reading, Math, Science, Social Studies, and Physical Education.
- ◆ Final grades are figured on a four-quarter average. Each nine-week final grade will be averaged together to get a final course grade. That final grade **MUST** be at least a 65% in order for a student to pass the course.
- ◆ **Saunemin Dist. #438 currently offers no summer school program to make up for failed courses. A student who fails two academic courses may be promoted to the next grade upon successful completion of summer school at another district (if available) at the complete expense of the parents/guardian/student. District 438 will not pay for summer school costs or transportation to other districts.**
- ◆ **Any student who fails three academic courses must successfully complete two summer school courses to be promoted to the next grade. Any student who fails more than three courses will not be promoted.**

Grades are available each and every week. Grades are available anytime on the school web site (www.saunemin.org), or weekly paper copies of grade sheet are available on Mondays. Parents should ask for and check grades weekly. It is strongly suggested that parents make contact with their child's teacher(s) early and often if their child is not earning satisfactory or passing grades. Good communication between home and school is important.

Grading Scales

The **Elementary** grading scale (1-5) is as follows:

90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

The **Jr. High** grading scale (6-8) is as follows:

92 – 100	A
83 - 91	B
74 - 82	C
65 - 73	D
Below 65	F

Disaster Drills

Fire Exits

Students shall always walk quickly; never run; never loiter. Teachers shall see that doors and windows are closed prior to leaving the room. Teachers and students shall go at least 60 feet away from the building and wait until they hear a re-entry bell.

Upon the sounding of the re-entry bell, all students and teachers shall quietly and in an orderly fashion return to their proper classrooms.

Storm Drill Procedures

Listen for a warning beep and message over the intercom and then proceed in an orderly fashion from your classroom area to the designated areas posted near the entrance of the room. Some additional safety rules are:

1. There should be absolutely NO TALKING when evacuating a classroom area so additional emergency directions may be given.
2. Upon entering the designated safety area, students should quietly file along the walls and listen for additional directions.
3. Assume a safe position – knees and arms on floor with face and head cradles on your arms.
4. Stay away from windows and outside doorways.
5. Stay close to inside walls.
6. Face the walls.
7. Avoid outside walls.
8. Remain quiet and orderly.
9. Be attentive and listen for directions at all times. The COULD save your life.

If there is not time for a warning – a tornado strikes with no advance warning

Students should get under anything that will give them some protection.

Students should jump away from open doorways and windows and take a position of safety.

Students on buses should lower windows opposite approaching storm and take a position of safety on the bus floor.

Students outside and in open areas should seek the lowest possible level and assume a position of safety.

Internet Use Agreement

Internet access is now available to students and teachers in the Saunemin Grade School District. We are very pleased to bring this access to Saunemin Grade School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saunemin Grade School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We at Saunemin Grade School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Saunemin Grade School user violates any of these provisions, his or her privileges will be terminated and future access will be denied.

Internet – Terms and Conditions

Acceptable Use – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges at the least. The system administrator will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Saunemin Grade School may request the system administrator to deny, revoke, or suspend specific privileges.

Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- Do not reveal your personal address or phone numbers of students or colleagues.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be private property.

Saunemin Grade School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saunemin Grade School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Saunemin Grade School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's name and/or password without written permission from that individual and approval from the system administrator. Attempts to logon to the Internet or any faculty computer as a system administrator will result in a suspension and cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as the computer lab.

Vandalism – Vandalism will result in a suspension and cancellation of computer and computer lab privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any computer software data. This includes, but is not limited to, the uploading or creation of computer viruses.

Extra-Curricular Activities

Athletics

Baseball, basketball, track, cheerleading and volleyball are available to any 5th, 6th, 7th, and 8th grade student. Saunemin CCSD #438 Co-ops with Odell/St. Paul during the track and girls basketball seasons. Girls interested in basketball will participate at Odell while Odell students interested in Track will participate at Saunemin. Saunemin CCSD #438 co-ops with Pontiac Christian in baseball & volleyball. See Athletic Code for further information and expectations

Speech

Speech participation is available to any student in 5th, 6th, 7th, and 8th grade. See Athletic Code for further information and expectations.

Math Team

Math Team participation is available to any student in 6th, 7th, 8th, or an accelerated 5th Grade math student. See Athletic Code for further information and Expectations.

Band

This activity is open to all interested students in the 4th, 5th, 6th, 7th, and 8th grade. See Athletic Code and Music Organization for further information and requirements.

Chorus

This activity is open to all interested students in the 6th, 7th, or 8th grade. See Athletic Code and Music Organization for further information and requirements.

Honors Club

Honors Club participation is by invitation based on achieving honor roll status each nine weeks. Students must achieve honor roll 3 of 4 nine weeks to be eligible. Students in 6th, 7th, and 8th grade are eligible candidates for invitation.

Scholastic Bowl

Scholastic Bowl participation is available to any student in 6th, 7th or 8th grade. See Athletic Code for further information and expectations.

School Dances

Only students who attend the school may attend school-sponsored dances, unless the Superintendent or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as grades six through 8. In some instances, fifth grade may be invited to attend. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate rules will be asked to leave and other disciplines may be imposed.

Music Organization

Beginner Band

Students in the fourth through seventh grades are invited to begin learning a band instrument. The instrument is chosen during the first few weeks of school with common agreement between the student, the student's parents and the band instructor.

Band students receive a twenty minute lesson each week during the school day. During the second semester, the students play together for one period a week in addition to their lesson time. It is the student's responsibility to find out and make up what class work he has missed while out of the classroom. Band students are required to play in the spring concert. No student is permitted to drop band during the school year without a parent's written permission.

Fifth Grade Band

All students who have completed 4th grade band will be eligible to perform in the 5th grade band. This organization meets one day a week and each student will perform during the Christmas and Spring Concerts. All 5th grade students are eligible to participate in the IESA Solo/Ensemble Contest each spring.

Junior High Band

The band is open to any junior high student who wishes to play a band instrument in a group. The band rehearses Monday, Wednesday, and Friday during a study hall. Each student receives a twenty minute lesson once a week, either individually or in a small group as schedules allow. These lessons are during regular academic class time as the schedule does not allow the band director to teach during study halls. It is the student's responsibility to make up any missed class work and to get information on what h/she missed from other students or the classroom teacher, if necessary. Arrangements can be made for make-up lessons when there is an excused absence, but it is the responsibility of the student to arrange a time. This will usually have to be before or after school.

Band is a graded class. Grades are based on attendance, participation, cooperation in the group activity, and especially, preparation of assigned music and having instrument and music at all lessons and rehearsals. Attendance is required at all performances. The two standing performances are the

Christmas concert and the spring concert. There may be additional performances during the year. Unexcused absences from these performances will result in a lowered grade for that quarter. Anyone in the junior high who wishes to begin learning an instrument is welcome to do so if satisfactory arrangements can be made. No student is permitted to drop band during the school year without a parent's written permission.

Junior High Chorus

The chorus is open to any junior high student who likes to sing. It meets on Tuesday and Thursday during a study hall period. There are occasionally extra rehearsals when the chorus is preparing for a performance, but these are usually during the school day.

There are three standing performances: The Christmas concert, the spring concert, and the eighth grade graduation. There may be other performances during the year. Attendance is required at rehearsals and all absences will result in a lowered grade for that quarter. Grades are based on effort, participation, cooperation in the activities, and how well the music is learned.

Students join chorus the first week of school. Sixth graders may join up until the beginning of the second quarter. Students may not drop chorus without the written permission of a parent or guardian.

Music Trip

The junior high band and chorus students sell magazines to raise money for a fun trip at the end of the school year. Students must sell minimum required subscriptions (determined at the beginning of the sale), have performed at all required performances (unless excused), must have eligible grades in all subjects from the previous weeks eligibility list, and have no on-going discipline problems.

Athletic Code

Saunemin Elementary School considers it a privilege for a student to be a member of an Activities squad. A student must understand that to earn this privilege of participation, they are required to assume responsibility for their own conduct and conditioning during the season. If a student is to contribute to the success of the team, school, community, teammates, coaches, and their own satisfaction and pride, they should understand that their conduct as students and players must be beyond reproach of all people concerned with Saunemin School.

Sports are an integral part in the development of many young people. Many positive principles and qualities can be learned in an athletic program. We strongly believe that through athletics a student is given opportunity to learn the following principles:

- a. How to compete against and cooperate with other people
- b. How to handle socially acceptable recognition
- c. Teamwork and respect for other's feelings and attitudes
- d. Emotional control
- e. The importance of self-discipline in physical and mental pursuits
- f. To be determined in their efforts to reach goals
- g. Think under pressure
- h. To be loyal to a particular situation, cause, school, etc.
- i. To take care of their bodies
- j. The importance of constructive release of energies

Training rules for athletes and cheerleaders are established to allow the young men and women of the district the opportunity to participate in interscholastic competition. The probability for injury or harm is kept to a minimum, while allowing the student to be involved utilizing the maximum of his or her abilities. Training rules are in effect from the first day of practice to final day of competition for each sport. The following rules apply to all who participate as members of teams which compete interscholastically as Saunemin Junior High School athletes or cheerleaders.

1.2 Saunemin Junior High School abides with all IESA eligibility requirements.

NOTE: IESA by-laws are published in the Official Handbook of the IESA. Your Superintendent, Athletic Director, or Coach should be contacted to answer whenever possible, questions you may have concerning your eligibility.

Scholastic standing at Saunemin School in general, is as follows:

1. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Any failing grades (F's) constitute an ineligibility for that week.
2. The eligibility check shall be same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.
3. Grades shall be accumulative for the school's grading period.
4. Work checked to determine eligibility shall be all graded work that normally appears on the student's 9-week report card (to include non-core coursework such as enrichment, art, music, PE, Band, etc.)

****Most important to note is that passing per week is determined by measuring a student's performance on a **cumulative** basis from the beginning of a school's grading period through the date on which the check is made.**

5. Eligibility checks for baseball shall begin following the first full week of school. Basketball, Volleyball, and Track checks shall begin no later than the weekend prior to the first scheduled contest in each sport. NOTE: This guideline meets with requirements of IESA. However, coaches have the option to begin said eligibility checks on basketball, volleyball, and track, prior to noted timetable, (i.e. Beginning checks at time practice starts rather than prior to first contest is an acceptable change).
6. Parents will be notified on weekly grade sheets that their son/daughter will be ineligible for the week.

1.3 Suspension or Expulsion

Suspension or expulsion from Saunemin Junior High School for violation of school rules and regulations will affect the student/athlete as follows:

The student/athlete will not be allowed to practice; not be allowed to participate in any interscholastic game, meet, or match on the day(s) he or she is suspended from Saunemin School. This applies for in-school suspension, suspensions, or expulsions.

1.4 Physical Examination

Each school year, each student/athlete must obtain and pass a physical exam by a licensed physician prior to practicing, being issued equipment and participating in any interscholastic event.

1.5 Insurance

In order to compete, all Saunemin student/athletes must be covered by family hospitalization and medical insurance and/or school accident insurance which is suggested and is currently available to the student/athlete for free. Twenty-four hour insurance is available at a nominal cost. Saunemin CCSD

#438 is NOT responsible for injuries or loss resulting from participating in sports. Expenses over and above the insurance coverages are the responsibility of the parent. The school assumes no obligation for this occurrence.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Athletic Rules and Regulations

2.1a The Saunemin Athletic Staff under any circumstances will not permit any of the major violations listed below during the sport season.

- a. Drinking or possession of alcohol on or off the school grounds.
- b. The use of tobacco in any form
- c. Illegal purchase, sale, use, or possession of any controlled substance.

2.1b At a time as so directed by the Saunemin School Board of Education, random drug tests may be administered to athletes of a given sport during said sport season.

2.2 Practices and contests for sports are mandatory. Unexcused absences shall be punishable by: *The coach will direct the consequences of an unapproved absence(s) from practice and/or games. The coach will take into consideration the age, physical condition of the athlete being disciplined, and the time of the season. Discipline measure may be enforced such as running laps, extra workouts, forfeiting a starting position for a game(s), and the like, including suspension from the team for up to the entire season. Work is considered an excused absence if the parent involved has had direct contact with the coach concerning work at home.*

2.3 Hair Code

- a. Male athletes' hair shall conform to the following standards during the season:
 1. Hair must be off the collar.
 2. Hair must be out of the eyes.
 3. Hair must be no longer than the bottom of the earlobe.
 4. Hair must look neat during competition.
 5. Clean shaven, free of mustaches and beard, with sideburns trimmed no lower than the middle of the ear.
- b. Female athletes must wear their hair according to the following guidelines:
 1. Must be worn tastefully.
 2. Must be out of the eyes.

3. Must look neat.
- 2.4 Profanity will not be allowed while on school premises or on a contest-related activity. Violators will be punished depending upon the seriousness and persistence of the problem.
- 2.5 It shall be the practice at the Junior High School to cut no one from the team roster. However, the coach may dress and play as many players as he or she feels necessary at the time. The coach shall determine, under IESA guidelines and timetables, those individuals that are to be included on any IESA Tournament play roster, and shall inform all players of that decision upon it being made. In the event that the number of available athletes exceeds the maximum number allowed by the IESA, the coach shall convey this information to both players and parents. Players not included on IESA rosters will be allowed to attend IESA state play contests as members of the team. However, in some instances, players may not be allowed to dress, nor sit on the team bench. This information will be conveyed to the athletes prior to the scheduled contest.
- 2.6 No athletes or cheerleader will be allowed to participate in a contest if he or she fails to ride the team bus. However, an athlete or cheerleader may meet the team due to unavoidable circumstances (including doctor appointment or funeral) when the coach is notified by the parent, in person, or by phone before leaving.
- 2.7 All athletes or cheerleaders participating in home or away games will be expected to dress appropriately.
- 2.8 Steps for the coach to take:
If a coach has dismissed a boy or girl from the squad or suspended the athlete from a game or any other major penalty, the coach is to:
Tell the athlete personally of his/her decision.
Call or talk to the athlete's parents before the athlete reaches home.
- 2.9 Equipment and Uniforms
Athletes will be issued some rather expensive equipment during the season. Athletes are expected to take care of this equipment as if it were their own. Failure to do so could result in disciplinary action by the athletic department. If an athlete loses or unrepairably damages a uniform or any equipment, the athlete must pay for its replacement. Athletes will be asked to sign an Equipment Sign-out Form indicating those individual articles of equipment assigned to them for that particular season.
- 2.10 Coaches are to inform athletes and parents as to the times that practices or games will be over, and work within those times. Parents should see to it that their son/daughter has a ride home or somewhere to go immediately upon their being done with practice or a game.

Athlete Dismissal & Interscholastic Contest Suspension

Violation of school rules and regulations, or established team rules and standards, may at times lead to the dismissal of the athlete from the team for a defined amount of time, or indefinitely, as defined below:

- 3.1 Student/athletes committing major violations A or B, as listed in Rules and Regulations, 2.1, shall be suspended from the two interscholastic contests immediately following the time of the

suspension. Athletes shall be allowed to participate in practices during the duration of the 2 game suspension. He/she will not be allowed to dress for the contest, nor sit on the bench during the contest. Athletes shall be allowed to ride the bus should any of the contests be “away” games.

- 3.2 Student/athletes that have committed major violation C, as listed in Rules and Regulations 2.1a, shall be suspended from the remaining portion of the said athletic season, as well as any athletic seasons remaining in the current school calendar.
- 3.3 A. Student/Athletes that violate the school’s eligibility standards three (3) times shall be suspended from that particular sport until he/she has been determined to be once again in “good standing”. He/She must be eligible and attend practice five (5) times before he/she is eligible to participate in a contest.
- B. For a student to attain “good standing” status following dismissal for academic standard violation, the student must follow the below guidelines:
1. Student must first attain passing status in all graded classes.
 2. Student must receive a referral from the coach to the Superintendent to rejoin the team.
 3. Student must receive final permission from the Superintendent to rejoin the team.
- C. Student/Athletes that again violate academic standards will be dismissed from the team for the duration of the season.
- 3.4 Student/athletes that are suspended from school, including in-school suspensions, shall be suspended from the two interscholastic contests immediately following the conclusion of the said suspension. During the time following the school or in-school suspension, students may be allowed to participate in practices, Athletes will not be allowed to dress for the two contests, nor sit on the team bench. Athletes may be allowed to ride the bus should any of the contests be “away” games.
- 3.5 Athletes dismissed from the squad shall turn in all issued equipment.

NOTE: Coaches have the opportunity to amend the previous “minimum” requirements to meet their own standards, as long as their change is deemed more “strict” rather than more “lenient.” Such requests to amend any portion of this section needs to be made to the Superintendent for approval.

5th/6th Grade Participation

The size of Saunemin School dictates our unusual need to both practice and utilize those eligible students in both the 5th and 6th grades. While participating in either an IESA 7A or 8A contracted situation, 5th and 6th grade participants fall under all IESA guidelines. However, at times during the course of the season, 5th and 6th grade participants may participate in non-IESA contests (tournaments, games, etc.), that will not affect their 5th and 6th IESA standing in terms of maximum quarters, games, matches, etc. To see that 5th and 6th grade play does not become over extensive, the following guidelines shall be followed:

Saunemin 5th and 6th grade athletes shall participate in:

No more than four (4) scheduled games during any one baseball season.

No more than eight (8) scheduled games during any one basketball season.

No more than four (4) scheduled tournaments during any one basketball season.

No more than six (6) scheduled matches during any one volleyball season.

No more than two (2) scheduled tournaments during any one volleyball season.

NOTE: The school Athletic Director and coaches will keep in mind the number of anticipated participants prior to the scheduling of 5th/6th grade contests for the following school year.

Transportation Home from Away Events

If students are to ride home with parents from away events, parents **MUST** sign the student out **BEFORE** they leave. The coach or other school designated official will have a sign out sheet. This is for the safety and well-being of our students.

Awards

Athletic awards will be given annually at the Spring Awards Program following the Track & Field Season. The following awards shall be presented for each of the following sports:

Baseball

Letter/Pin – Players that participate in ½ of the regular season scheduled contests shall earn a school letter or pin should the player have received a letter in a previous year.

Participation Chevron – to be received by all players that do not meet Letter/Pin requirements

Batting Average Leader – to be received by the one player that has the highest batting average on the team. Requires a minimum 2 plate appearance per game to qualify for the award. Award will have player name engraved and will be on permanent display at the school.

Basketball

Letter/Pin – Players that participate in 1/3 of the regular season quarters shall earn a school letter or pin should the player have received a letter in a previous year.

Participation Chevron – to be received by all players that do not meet Letter/Pin requirements

Scoring Average Leader – to be received by the one player that has the highest scoring average. Player must have appeared in a minimum of 1/3 of all quarters during the regular season. Award will have player name engraved and will be on permanent display at the school.

Free Throw % Leader – to be received by the one player who has the highest free throw % for the season. Player must have appeared in 1/3 of all quarters during the regular season, and must have attempted at least one free throw per total games played by the team. Award will have player name engraved and will be on permanent display at the school.

Track

Letter/Pin – Tracksters that finish the season and participated in all required track meets shall earn a school letter or pin should the trackster be in the 8th grade.

State Qualifier – To be received by all tracksters that qualify for the State Track Meet.

Top Scorers – To be received by one male and one female for the high cumulative scorers for the entire track season.

Volleyball

Letter/Pin – Players that participate in ½ of the regular scheduled contests shall earn a school letter or pin should the player have received a letter in a previous year.

Participation Chevron – to be received by all players that do not meet Letter/Pin requirements.

Service Point Leader – to be received by the one player on the team that had the most service points

Service Percentage Leader – to be received by the one player on the team who has the highest service percentage for the regular season.

Other Awards

Coaches, at their discretion, may from time to time give out additional awards to deserving individuals on athletic teams.

Spectator Code of Conduct

Each year Saunemin Grade School schedules an active and highly competitive sports program for both boys and girls. We encourage your attendance at our athletic events and hope to see many of you at these sporting events. However, we do expect certain standards of conduct at all contests and we will endeavor to maintain proper sportsmanship by all that attend. Listed below are some of our rules and regulations that must be followed by all students and fans attending Saunemin Grade School athletic contests.

Spectators attending games are to be seated while play is in session.

All soft drinks are to be kept in the lobby area – not in the gymnasium.

No objects are to be thrown.

Spectators are to remain off the gym floor area and away from the railings at all times.

Spectators are expected to show proper respect for school property and for the authority of school officials.

Fans should not heckle, jeer, or distract members of the opposing team (i.e., should not whistle or yell while opposing players are shooting free throws).

Proper respect should be shown toward officials who are in charge of the athletic contests.

Profane language and obnoxious behavior will not be tolerated (i.e., all cheering must be in good taste. Questionable group cheers will not be permitted).

All students attending any extra-curricular event are expected to have transportation home at the conclusion of the school-sponsored event.

Fans should set cell phones or pagers to “silent” or should turn them off during any indoor competition or activity.

Student and adult spectators found to be in violation of the ethics of competition and/or the principles of good sportsmanship may be barred by the Board of Education from interscholastic activities.

Special Services Programs

Special support programs for students of the District are available “in-house” or through the Livingston County Special Services Unit, located in Pontiac. Such programs include Title I Language Arts and Mathematics, Speech Pathology, Special Education, and Early Childhood programs. Students may be referred to such programs based on screenings, assessments, or Classroom teacher recommendation. Any student, parent, or other interested person interested in specific information regarding any special support program should contact their child’s classroom teacher or the District office for more information.

Response to Intervention

Saunemin has implemented the Response to Intervention system to help ensure that all students succeed. The following is a summary of RtI.

What is Response to Intervention (RtI)?

Response to Intervention (RtI) fits within a school wide process of early intervention and prevention of academic and behavioral problems. It is a process that utilizes all resources within a school in a collaborative manner to create a single, well-integrated system of instruction and interventions guided by student outcome data.

RtI is a multi-step process of providing high-quality, research-based instruction and interventions at varying levels of intensity to students who struggle with learning and behavior. The interventions are matched to student need, and progress is closely monitored at each level of intervention to make decisions about further instruction and/or interventions.

The following are three ways in which RtI is used in the schools:

1. *Prevention.* All students are screened to determine their level of performance in relation to grade level benchmarks and potential indicators of academic and behavioral difficulties. Rather than waiting for the students to fail, research based strategic instruction is provided within general education.
2. *Intervention.* Based on frequent progress monitoring, interventions are provided for general education students not progressing at a rate or level of achievement commensurate with their peers. These students are then selected for more intense interventions.
3. *Component of Specific Learning Disability (SLD) determination.* The RtI approach is one component of SLD determination as addressed in the IDEA 2004 statute and regulations. As a part of determining eligibility, the data from the RtI process is used to ensure that a student has received research based instruction and interventions.

What are the core components of RtI?

The following are core components of a strong RtI process:

1. *High-quality classroom instruction.* Students receive high-quality instruction in their general education classroom setting by highly qualified teachers. Instruction is given in the core curriculum with the goal of achieving the state’s grade level standards.
2. *Research-based instruction.* The instruction that is provided within the

classroom is culturally responsive and has been demonstrated to be effective through scientific research.

3. *Classroom performance.* General education teachers assume an active role in students' assessment in the general education curriculum. This feature emphasizes the importance of implementing formative and summative assessments that are aligned to the California Content Standards.

4. *Universal screening.* School staff conducts universal screening to determine which students need closer monitoring, differentiated instruction or a specific intervention.

5. *Continuous classroom progress monitoring.* Classroom performance of all students is monitored continually within the general education classroom. In this way, teachers can readily identify those learners who are not meeting the benchmarks or other expected standards and adjust instruction accordingly.

6. *Research-based interventions.* When monitoring data indicates a lack of progress, an appropriate research-based intervention is implemented. The interventions are designed to increase the intensity of the students' instructional experience.

7. *Progress monitoring during interventions.* School staff use progress monitoring data to determine the effectiveness of the intervention and to make any modifications, as needed. Carefully defined data are collected on a frequent basis to provide a cumulative record of the students' response to the intervention.

8. *Fidelity measures.* Fidelity of implementation is the delivery of content and instructional strategies in the way in which they have been proven to be effective: accurately and consistently. Although interventions are aimed at learners, fidelity measures focus on how the intervention is provided.

9. *Staff development and collaboration.* All school staff are trained in research based instructional practices and use a collaborative approach for the development, implementation, and monitoring of the intervention process. Collaboration may include blending of resources from both general education and categorical resources. Accountability for positive outcomes for all students is a shared responsibility of all staff.

10. *Parent involvement.* The involvement and active participation of parents at all stages of the instructional and intervention process is essential to improving the educational outcomes of their students. Parents are kept informed of the progress of their students in their native language or other mode of communication, and their input is valued in making appropriate decisions.

Tier 1: Benchmark: Screening and targeted instruction

In Tier 1, the focus is on a core instructional program that uses a scientifically validated curriculum with all students in the general education classroom. During the course of instruction, the school uses universal screening measures to identify each student's level of proficiency in key academic areas. The screening data are organized to enable the review of both group and individual performance on critical measures. Instruction is differentiated in response to this data for small groups and individual students. Students who continue to lag behind their peers despite the provision of targeted instruction may receive

additional tier 1 instruction or be considered for more intensive interventions at tier 2.

Tier 2: Strategic: Targeted short-term interventions

In Tier 2, supplemental instruction is provided to those students who exhibit poor responses to the targeted instruction provided through tier 1. Tier 2 intervention is provided in addition to, and not in lieu of, core instruction and can be delivered through an individualized problem-solving approach and/or through a standard treatment protocol. (Note: Schools in Program Improvement are required to follow State Board approved intervention regulations.) (See graphic above)

A problem-solving approach allows school teams to design individualized interventions to address the specific needs of students. A standard treatment protocol uses a set of research-based practices to provide interventions in a systematic manner with all participating students who have similar needs. Such interventions are generally highly structured and have a high probability of producing positive results for large numbers of students.

Tier 2 supplemental interventions are discontinued for students who improve in critical academic/behavioral measures as a result of the intervention. Some may display progress but continue to need tier 2 supplemental supports. Those students who fail to display meaningful progress in spite of supplemental supports are considered for more intensive interventions in Tier 3.

Tier 3: Intensive: Interventions with increased intensity

In Tier 3, students receive a greater degree of intensive interventions. Modifications in frequency, duration and/or teacher-student ratio are strategies to increase intensity. State Board approved research-based intervention programs may serve as the core curriculum for students in this intensive level of intervention at 4th grade and above. As in Tier 2, interventions are provided flexibly depending on the school site resources and careful blending of all interventions.

Non-responders

Students who do not respond to these targeted interventions are referred for a comprehensive evaluation to determine eligibility for special education and related services under the category of specific learning disabilities. The student's response to interventions as reflected in the data collected during the RtI process is reviewed as part of the eligibility determination.

What are the principles of RtI?

The following are the common principles of RtI:

1. *We can effectively teach all students.* All RtI practices are founded on the assumption and belief that all students can learn. It is then the responsibility of school staff to identify the most effective curricular, instructional and environmental conditions that enable learning and to provide the necessary resources to enable all students to learn.
2. *Use research-based, scientifically validated interventions/instruction.* The requirement to use scientifically-based curricula and interventions in No Child Left Behind (NCLB) ensures that students are exposed to curriculum and teaching that has the greatest degree of effectiveness.
3. *Use assessment for three different purposes.* In RtI, three types of

assessments are used: (1) universal screening to determine which students need closer monitoring, differentiated instruction or a specific intervention; (2) progress monitoring to determine if interventions are producing the desired results. (3) diagnostics to determine what students can and cannot do in important academic areas.

4. *Intervene early.* It is best to intervene early when problems are relatively small and before students lag further behind their peers.

5. *Use a multi-tier approach to intervention.* To achieve high rates of success for all students, instruction should be differentiated in both nature and intensity. A tiered model of intervention is an effective way to differentiate instruction.

6. *Monitor student progress to inform instruction.* The use of assessments that can be collected frequently and are sensitive to small changes is important to determine the effectiveness of instruction and intervention.

7. *Use data to make decisions.* A *data-based decision regarding student response to intervention is central to RtI practices.* Decisions in RtI practice are based on collective judgment of staff and parents informed directly by student performance data. This principle requires both that ongoing data collection systems are in place and that resulting data are used to make informed instructional decisions.

Speech and Language Services

Speech and Language services are provided to improve each student's communication skills to be equal to the level expected at his/her chronological age.

Students who exhibit difficulties with communication skills in the areas of articulation, fluency, voice, and/or language are eligible for speech and Language services.

Students are identified for speech services through the screening of Pre-school, Kindergarten, and first grade classes; new students to the district; students referred by teachers and parents; and students previously in speech

Parental Involvement Policy

The Saunemin Elementary School Special Services parental involvement policy includes:

1. To involve parents in the planning, designing and implementation of the program;
2. To inform parents of the services his/her child will receive,
3. To inform parents regarding the Special Services requirements,
4. To provide parents with quarterly student progress reports
5. To provide training for parents/teachers to work cooperatively for the students' benefit
6. To provide suggestions/methods to encourage parents to work with his/her child at home
7. To encourage a volunteer program
8. To have an "Open Door" policy where parents are welcome at any time of the day to visit the Special Services classroom.

Education of Students with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. 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.

Request to Access Classroom or Personnel for Special Education Evaluation 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 or child.

For further information, please contact the school Superintendent.

Medications/Student Health

Self-Administration of Medication – Guidelines

- I. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
- II. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student’s health status.
 - A. A written request for administering prescriptions and non-prescription medications must be obtained from the student’s licensed prescriber. The request includes:

Student's Name	
Date of Birth	
Licensed Prescriber & Signature	Discontinuation Date
Licensed Prescriber Phone No.	Purpose of Medication
Name of Medication	Possible Side effects
Dosage	Other Medications Taken
Route of Administration	Allergies
Frequency & Time of Administration.	

B. Medication must be brought to school in original container.

1. Prescription medications shall display:

Student's Name	Date and Refill
Prescription Number	Licensed Prescriber's Name
Medication Name/Dosage	Pharmacy Name, Address, and Phone Number
Admin. Route & Directions	Name of Initials of Pharmacy

2. Over the Counter (OTC) or non-prescription medications shall be brought to school in the **original container** with label with the ingredients listed and the student's name affixed to the container.

In addition to the licensed prescriber's request, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. It is the responsibility of the parent/guardian to assure that the licensed prescriber request, the parent/guardian request, and the medication are brought to the school.

III. Program for administration of medications to children in school.

- A. School officials may, in conjunction with a licensed prescriber and the parent/guardian, identify circumstances in which the student may self-administer medication.
- B. School officials must be informed and approve of each medication order before the medication is administered at school. All personnel supervising the self-administration of medication or administering the medication in the absence of a registered nurse shall receive instruction by the school nurse in the proper procedure.
- C. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber and the parent.

IV. Medications must be stored in a locked drawer or cabinet.

V. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, a certified nurse will dispose of the medication and document that the medications were discarded in the presence of a witness.

VI. The parent/guardian will be responsible for any and all cleaning and repair and maintenance of all equipment and supplies necessary for the treatment of their child, and for the removal from school premises, any equipment and supplies upon completion or termination of treatment regime.

Administration of Medication – Procedure

If a student must receive prescription or non-prescription at school, a written request (attached) completed by both the licensed prescriber (physician, dentist, or podiatrist) and the parent/guardian must be on file at the school. The appropriate form is available in the school office.

In the absence of the licensed registered nurse, the student will self-administer the medication under the supervision of the school Superintendent or other designee. If the student is not capable of self-administration, the Superintendent or other designated certified personnel shall administer the medication.

All prescribed medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

Name of Student	Time to be given
Name of Medication	Prescriber's Name
Dosage	Date

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be administered until both the licensed prescriber request and the parent/guardian request is on file in the school office.

The school will provide no medication. ASPIRIN WILL NOT BE ADMINISTERED UNDER ANY CIRCUMSTANCES.

Unless ordered for a short term, all requests for administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, a certified nurse shall dispose of the medication and document this in the presence of a witness.

The student's parent must complete the School Medication Request Form for ANY Over-The-Counter drugs to be dispensed. The student's parent AND doctor must complete the School Medication Request Form for ANY prescription medications to be dispensed.

A record will be maintained for each student of the administration of all medications. The school retains the discretion to reject requests for administering medication. Parents will be notified immediately of the rejection.

Health and First Aid

A student who is injured or becomes ill while at school should report immediately to the office or to one of the teachers. It is a good idea to have all injuries checked no matter how slight they may seem. Insurance claims must be filed immediately if the student is covered by school insurance.

Vision/Hearing Screening

Vision screening will be done, as mandated, for Pre-k through third grade students, and 8th grade students. In addition, special needs students, teacher referrals and transfer students will also be screened. Vision screening for the above students is mandated unless your child has a signed report on file by an ophthalmologist or optometrist of an exam completed within the last twelve months of the school screen.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 Superintendent.

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 designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Superintendent.

Transmittable Health Problems

The most frequent health problem in a school is head lice. Every effort is made at school to educate and combat the spreading of head lice. Many times during the school year we will make inspections of heads to try to curb lice. We would be very happy to train any parent for the job of helping us inspect for lice. Please let us know if you would like to volunteer. It is no reflection on a family if they have an outbreak of lice. Lice are so very easy to transmit to other individuals. Your children can pick up head lice in numerous ways. The problem develops when parents do not take immediate and thorough action on ridding their house and family of lice. Parents can be the most help in keeping lice in check. Inspect your children's hair at least once a week. Also, if you find lice, please notify us so that we may immediately check all other students.

Upon direct examination by a trained employee of District #438, if a student has evidence of lice and/or nit(s), the student will immediately be isolated. Parents will be notified of the student's condition. The student will be excluded from school until he/she is free of lice and/or nit(s). Upon return, the student will be examined by a trained employee. If lice and/or nit(s) are found, the student will again be isolated and excluded until they are free of lice and/or nit(s)

Students with Food Allergies

State law requires our school district to annually inform parents 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 life-threatening chronic illness, please notify the building Superintendent at (815) 832-4421.

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 will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and 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.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act). 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
9. curriculum, instructional materials, programs or
10. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and

may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing

Complaint Managers are:

Mrs. Julie Schmitt and Mr. Mike Stoecklin, 39 Main St., Saunemin, IL, 61769
(815) 832-4421.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian may prohibit the release of directory information by delivering a written request to the building Superintendent.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Superintendent's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

**You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/sor/>.**

**You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth
Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/>.**

August 1, 2016

To the Parents and Students of Saunemin School:

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for the Saunemin Community Consolidated School District #438 have been completed and submitted as of October 12, 1988. Asbestos Real Estate Consultants, Chicago, Illinois, conducted the inspections and developed the management plans. That firm has also conducted awareness training. Further training, as needed, is being performed by videotape and/or by other trained personnel from an authorized firm.

The reports were studied by the school board and appropriate response actions were taken. The management plans are available upon request for public inspection by contacting the district office.

The findings of the inspection indicate that safe conditions exist in all buildings. Operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard. Ideal and Associates, Bloomington, Illinois, has conducted the mandated three-year inspection and six-month periodic surveillance.

Respectfully,

Julie Schmitt, Supt.

PARENTS RIGHT-TO-KNOW

Saunemin CCSD #438

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Saunemin School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent Julie Schmitt, at (815) 832-4421.

Sincerely,

Julie Schmitt
District Superintendent

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by_____.

Superintendent

From: The Parent/Guardian of: (1)._____

(2)._____

(3)._____

(4)._____

(5)._____

To: Saunemin Elementary School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Saunemin Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Signature of Parent or Guardian

Date

Comments:
