



MANTENO HIGH SCHOOL
443 N. MAPLE STREET
MANTENO, IL 60950
STUDENT HANDBOOK

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Dear Parents and Students of Manteno High School:

We at Manteno High School would like to welcome both students and parents. We are sure you will find Manteno High School to be a positive educational and social experience. Manteno High School offers an excellent combination of curricular and extra-curricular classes and activities, which will be beneficial to the students' development.

Success is more attitude than aptitude. A student who actively participates in all walks of high school life will find his/her experience rewarding. The more a student puts into the experience, the more future success that student will have.

The contents of this handbook are a reflection of, but do not include, all school board policies. Rules are subject to change without notice. These changes may be due to, but are not limited to changes in school board policy or state or federal statute. This student handbook is being provided for your convenience; regard it as a tool to help you know your school better and to function within it.

The rules that have been implemented at Manteno High School are intended to benefit all students. Since this handbook cannot answer every question pertaining to our school, please contact us if you have any questions or concerns. If a situation occurs which needs resolved, please follow the chain of command outlined in Manteno Board of Education Policies 8:110. First, questions or concerns should be brought to the employee (teacher, coach, counselor, administrator) directly involved. If you do not receive satisfaction, contact the immediate supervisor or administrator. If necessary, the issue should be directed to the superintendent and lastly the members of the Manteno Board of Education.

Manteno High School has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything Manteno High School has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. Please read this handbook including the Internet acceptable use policy and the Code of Ethics included within this handbook.

Sincerely,

Roger Schnitzler	RJ Haines	Kyle Flanigan
Principal	Asst. Prin.	Asst. Prin/AD
918-7101	928-7107	928-7104

ACADEMIC INFORMATION

CLASS STANDINGS

A student is classified as a freshman, sophomore, junior, or senior according to the following credits earned:

Freshman -0 – 6.0 Sophomores - 6.5 – 13.0

Juniors - 13.5 - 18.5 Seniors - 19 + credits

DRIVER EDUCATION ELIGIBILITY AND REQUIREMENTS

Students eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Supt. or designee may waive their requirement if he or she believes a waiver to be in the student's best interest. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. - Board Policy 6:60

Driver's Education class is required by law to meet for a minimum of 30 classroom hours and 6 hours behind the wheel with the instructor. By law, permits cannot be issued to students earlier than 30 days before beginning the approved driver's education course. Please note that students are placed in driver education classroom instruction based on the student's age – oldest sophomore first, etc.

DROPPING OUT OF SCHOOL/WITHDRAWING FROM MHS

Before dropping out of/withdrawing from school for any reason, a student must first have a conference with the principal. In addition, the parents should provide written notice to the principal confirming the fact the student has parental approval to drop/withdraw from school. The student will then be given a "withdrawal form", which he/she must take to all teachers for clearance. This includes physical education, library, music, and the guidance counselor. Finally, the "withdrawal form" must be returned to the office for final processing.

EARLY GRADUATION

Seniors may apply to the high school principal for early graduation during the student's junior year. The following criteria must be met to graduate early:

- complete seven (7) semesters of school attendance
- meet all graduation requirements
- must have attended Manteno High School for at least one full year
- submit letter to the board of education
- enroll in summer course of English
- pay tuition for summer school course

Note: Career Center is a yearlong program; therefore early graduates do not qualify for Career Center for 1st semester.

If the student is required or chooses to attend Manteno High School for an eighth semester, then the student must be enrolled in a class that earns English credit during the eighth semester of attendance.

**Parents and students requesting early graduation should be aware of the following facts and regulations: A student electing early graduation will no longer be considered a student after the end of the first semester of his senior year, and therefore, will no longer be eligible to participate in any school-related activities as a student. Diplomas will be issued upon completion of graduation requirements. Mid-year graduates will not participate as students in the junior-senior prom. Mid-year graduates may participate in end of year graduation ceremony. Students graduating at semester are allowed only 4 days of absences.*

Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent.

Permission for early graduation may be granted a student by the School Board upon the recommendation of the Superintendent (See Board Policy 6:300).

FAILURE TO WITHDRAW FROM SCHOOL

Failure to officially withdraw from school may result in failure of all high school courses for which the student is enrolled.

FIFTH-YEAR SENIORS

Returning to Manteno High School as a fifth year senior is a privilege. Returning students are required to meet with the principal, assistant principal, and guidance counselor to discuss the guidelines they must follow in order to return to Manteno High School. These students must maintain good attendance and must be making progress toward graduation.

FINAL EXAMINATIONS

Final examinations are given in all classes. However, a few exceptions will be given on an individual course basis.

GRADE CARDS

Grade cards will be given to the students each nine weeks, if requested. The 1st and 3rd nine weeks are a midterm progress report. All information is available on Family Access concerning grades and attendance. If a grade or attendance is in question, the student must contact the instructor

within two weeks from the time the grade was issued for any change to be considered. **REMEMBER – These progress reports are only provided as a way of keeping parents updated and that progress is to be tracked by the student and the parent. Specific information as to why a student received such a grade should be discussed with the individual teacher. (Do not use these as the sole means of tracking progress).** Parents should contact the teacher at any time if there is a question in regards to student progress.

GRADE WEIGHTING

The School Board has approved, and MHS has implemented, a weighted grade system. The purpose of "weighting" grades is two-fold. It creates a more equitable situation by giving more point value to courses with a high degree of difficulty, and it encourages college bound students to enroll in these important courses without fear of losing their class rankings by accepting challenges. Weighted classes brought in by transfer students from previous high schools will be considered weighted if and only if they are currently accepted as weighted classes at Manteno High School.

Current point value for grades

A - 5, B - 4, C - 3, D - 2, F - 1

Weighted course point value for grades

A - 6, B - 5, C - 4, *D - 2, *F - 1

*Note that no weight differential exists for D or F

The following courses will be "weighted" –

English 9Honors, 10Honors, 11Honors, AP Language and Composition

Spanish II (for classes of 2017, 2018)

Spanish III, IV

Chemistry II, AP Chemistry, Physics II, Biology II, AP Biology

Geometry (for classes of 2017, 2018) Algebra II Honors, Pre Calculus/ Trigonometry, Calculus AP, Advanced Statistics

World History (class of 2017 only), AP US History

It is important for parents and students to understand that most of the "weighted" classes are available to upper classmen. It is important for college bound students to follow a continuum in each academic area.

GRADING SCALE

100-90 = A

89-80 = B

79-70 = C

69-60 = D

Below 60 = F

GRADUATION

A student may participate in graduation ceremonies only if he or she completes all graduation requirements in four academic school years and is considered a student in good standing (this includes all debts/fees paid in full). The only exception will be foreign exchange students who are receiving a certificate of honor.

Students who do not complete their senior year in good standing, but meet graduation requirements may pick up their diploma in the high school office on the Monday following the graduation ceremony (all fees/debts must be paid in full). Students may be prohibited from attending graduation ceremonies, which is a privilege.

Students who do not meet graduation requirements by their graduation date must complete all required correspondence coursework before June 15th. If a student does not complete correspondence coursework by this date, he or she will be retained in state records and will not receive a diploma from Manteno High School unless enrolled as a fifth year senior with approval from the Principal.

All seniors must have completed all grade requirements to graduate. Any senior that has not met all requirements will not be allowed to participate in the graduation ceremony. Students are responsible for passing their classes and checking progress with their teachers or guidance counselor. This is the responsibility of the student to make sure they pass their classes for graduation. If a student is short credits or required classes he or she will not participate in the graduation ceremony. Students who do not complete all requirements by graduation will be given their diploma upon completion of work needed for graduation.

Students taking correspondence classes should not wait until the last minute to complete courses. All correspondence grades must be completed at least one month prior to graduation. Students should confirm they have passed these classes at least one month prior to graduation.

GRADUATION RECOGNITION (PANTHER SCHOLARS)

All Illinois State Scholars will be recognized as Panther Scholars. In addition, you may also earn recognition as a Panther Scholars by meeting the following requirements:

Four credits of Math (MHS requires three to graduate)

Four credits of Science (MHS requires three to graduate)

Four credits of English (MHS requires four to graduate)

Three credits of Social Science (MHS requires two to graduate)

There are no grade requirements; however, the student must pass all classes listed above.

In addition to the above required classes, the college readiness benchmark ACT or SAT scores must be met.

	ACT		SAT
English –	18		
Mathematics –	22	Mathematics	510
Reading –	22	Reading & Writing	460
Science –	23		

Manteno High School will honor a valedictorian (#1 in class) and salutatorian (#2 in class) for their outstanding academic achievement. In order to be named valedictorian or salutatorian of the senior class, a student must have attended Manteno High School for his/her sixth, seventh, and eighth semester. Individuals will be selected by grade point average, which will be factored out seven places past the decimal point if necessary.

Students with an overall GPA of 4.5 or higher may wear an honor cord at graduation which indicates high honors.

GRADUATION REQUIREMENTS:

24 total credits required to graduate, **must include the following:**

4 English	3 Science
3 Math	2 Social Studies
1/2Health	1/2Technology
½ per semester PE	1 Carrer & Technical Ed, Art, Music or foreign language

Policies

All students normally carry a minimum of four credits each semester. All courses earn ½ credit per semester except Kankakee Area Career Center, which earns 1.5 credits per semester.

Board of Education policy limits credits from night classes, summer school classes, and other outside sources to three (3) credits. Such course work must be approved by the administration in advance.

Courses offered in our district may not be taken from sources outside the district unless the student has already taken and failed the course in the district. With prior approval by the principal, driver's education is an exception and may be taken from an outside source to meet the driver's ed requirement. However, these students must enroll in an extra nine week physical education credit or a 9 week study hall. All other outside classes taken count for credit but not toward the student's GPA.

Students will be placed in courses by the school in accordance with academic achievement and ability. The guidance department will work with students on an individual basis. Parents will have final authority in regard to placement, as long as it follows school policy and guidelines and works with the master schedule.

Students must reach junior standing (13.5 credits earned) before they are eligible for Kankakee Area Career Center. Career Center is limited to the number of slots allocated by the Board of Education and the availability of programs as determined by the Career Center. Returning senior career center students are given priority. Due to space limitations, students will be selected to attend KACC based upon grades, behavior, and attendance.

GRADUATION REQUIREMENTS FOR TRANSFER AND/OR ALTERNATIVE PLACEMENT STUDENTS

The credits of any student who transfers to Manteno High School or has been in an alternative placement may be modified on an individual basis in order to maintain credit consistency with our current students.

GRADUATION - PARTICIPATION BY DISABLED STUDENTS IN HIGH SCHOOL GRADUATION CEREMONY

A child with a disability is defined in School Code Section 14-1.02, as an individual who:

1. Will have completed four years of high school at the end of a school year; and
2. Has an individual education program ("IEP") which prescribes special education, transition planning, transition services or related services beyond the student's four years of high school.

Upon completion of four years of high school, each eligible student (as defined above) shall be allowed to participate in the graduation ceremony of the student's high school graduating class. At that time, each participating eligible student shall receive a certificate of completion stating that the student has completed four years of high school.

At least sixty (60) days prior to the graduation ceremony, eligible students and parents/guardians of eligible students shall be given written notice of the opportunity to participate in the graduation ceremony and to receive a certificate of completion, and the procedures relating thereto. Said notice shall be distributed to each eligible student, and shall be sent to the parent/guardian of each eligible student via U.S. mail (directed to the parent's/guardian's address) or other reliable means.

GUIDANCE COUNSELOR AND SOCIAL WORKER ACCESS

The School District offers counseling and social worker services. Parents/Guardians and/or students may arrange an appointment to discuss any academic, college/career, or social issues that they may have with his/her guidance counselor. Students may be referred to the social worker as well. Please visit the high school website and view the guidance page to find more information at www.manteno5.org/mhs.

Parents and students may both check with the guidance department for information as it pertains to college entrance and ACT or SAT. More information can be found on the guidance page of our website at www.manteno5.org/mhs. The website www.collegnavigator.gov provides students and their families with a simple way to explore careers, choose a college, apply for admission, and finance.

HOMEWORK POLICY

On a regular basis, teachers will assign out-of-class work for the following purposes: to provide essential practice in needed skills, train pupils in good work habits, afford opportunities for increasing self direction, enrich and extend school experiences, help students learn to budget time, bring pupils into contact with out-of-school learning resources, and promote growth in responsibility.

HONOR ROLL

Honor rolls will be published at the end of each grading period and each semester. Incomplete grades may result in students not being included on this list. All courses for graduation credit are used in calculating grade averages and honor roll standings.

5.00 or above - A Honor Roll

4.99-4.50 – High Honor Roll

4.49-4.00 – Honor Roll

INCOMPLETE GRADE ON REPORT CARD

Whenever sickness or some other unavoidable event keeps the student from accomplishing some work, which is required, they may be given an incomplete (I), which is changed to a grade when the work is completed. An incomplete must be removed no later than two weeks after the termination of a grading period or a mark of "F" will be recorded. This may not hold true if the student is not in attendance due to illness or other emergencies.

When a senior reaches his last semester of high school, he will not be allowed to get an incomplete on his/her report card. The student must have all work finished by the end of the last semester or an "F" may be issued for the course the work is not completed in. This may not hold true if the student is not in attendance due to illness or other emergencies.

MUSIC PERFORMANCES

Chorus and Band concerts are required performances. Attendance is mandatory. Chorus and band concerts are scheduled in advance. Check with the music instructor for dates and times. If there is a conflict with another school activity, discuss the conflict with the music instructor. Students should be aware that being in band requires evening pep band performances.

PHYSICAL EDUCATION EXEMPTIONS

Eleventh and twelfth grade students, on an individual basis, may be excused from physical education to enroll in an extra class which is required as an entrance requirement for a college he or she wishes to attend or fulfillment of graduation requirements necessitating he or she take another academic course. ****All exemptions are only given with the approval of the principal****

Juniors and Seniors in a varsity sport or Show Choir may ask to be exempt from PE for the purpose of taking an additional academic class.

Any student who is medically exempt from physical education will be placed on academic P.E. status; this requires reports, tests, etc. Extended situations may result in the student being placed in an alternative class.

SCHEDULE CHANGES

Schedule changes may be authorized within the first week at the beginning of each semester or with approval of the guidance counselor or principal in emergency cases only. To enact a schedule change, the student must confer with the guidance counselor. Students should come to the guidance office before school, during homeroom, or after school for changes. A PARENT PERMISSION NOTE IS REQUIRED FOR CLASS CHANGE. Students changing schedules after five (5) days at the beginning of a semester will receive an "F" in the course dropped unless approved by guidance or the principal. Students should make changes to elective courses at the end of the previous school year.

SENIOR AND COLLEGE COURSE WORK

Seniors enrolled in 6 hours or more of course work at the community college may request a reduction in their class load to a minimum of four classes with principal's approval. These students must still meet graduation requirements and complete the required number of credits needed for graduation. The community college experience will be completely independent of Manteno High School as far as transportation, financial obligations, and credits are concerned. Students must be in good standing academically with a grade point average of at least 3.0 and have a good attendance record. No high school credit is granted for community college coursework.

SOCIAL PROMOTION POLICY

A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. – Board Policy 6:280

ATTENDANCE

ABSENCE FROM SCHOOL

If a student is ill or must be absent from school, the parents must report their student's absence every day the student will be absent. Parents are urged to use our 24-hour hotline (928-7100) to report the absence. At the high school, if no report is made by 8:45 a.m., an automatic Skyward Systems call will be made to the student's home phone number to verify the absence. Parents calling DO NOT have to send an absence note upon their child's return to school. **If we have not received a call, the child must bring an absence note (name, date of absence, reason for absence, and parent's signature) to the office within 24 hours of his/her return to school.** The principal/assistant principal does reserve the right to question an excuse. **If a student is absent 5 or more consecutive days, a doctor's note is required for admission to class.** ****Please note, a Truancy Board decision supersedes MHS policy on excused/unexcused absences.**

AFTER THE 8TH ACCUMULATIVE DAY OF ABSENCE, A PHYSICIAN'S NOTE IS REQUIRED FOR THE STUDENT TO RECEIVE AN EXCUSED ABSENCE. STUDENTS ARE REQUIRED TO PRESENT DOCTOR'S NOTES TO THE OFFICE WITHIN A REASONABLE TIME PERIOD OF ANY APPOINTMENT, OTHERWISE THE OFFICE IS NOT REQUIRED TO DOCUMENT THE ABSENCE AS MEDICAL AND IT WILL COUNT AGAINST THE STUDENT'S 8 DAYS ALLOTTED. IF THE SCHOOL NURSE SENDS A STUDENT HOME, THAT DAY'S ABSENCE WILL BE COUNTED AS A MEDICAL NOTE. IF A STUDENT PRESENTS A COURT SUBPOENA, THAT ABSENCE WILL NOT BE COUNTED AGAINST THEIR 8 DAYS ALLOTTED.

Other than a subpoena, court time is counted against the 8-day limit.

On the day a student must be in court because of a subpoena, these procedures must be followed:

Show court slip in office upon return.

Attend school before and after the appointment.

If a student enrolls after second semester starts, they will only be allotted 4 days absent.

Absence from School – Immediate Family Funeral

Two days of excused absence will be granted for an immediate family member's (grandparent, parent, siblings) wake and funeral. Student should provide memorial card from family member's services.

Absence from School – Pre-Arranged

If a student is planning to be absent more than 2 days, a pre-arranged absence form (available in the office) must be completed and turned into the principal.

Absence from School – Leaving School Early

Any student who has a note excusing him or her from school during the day for any reason must bring that note to the office prior to first block for the office personnel to sign.

ABSENCES AND EXTRACURRICULAR ACTIVITIES

Students are not allowed to participate in or attend extracurricular activities without the principal's approval, when they have been absent on the day of the activity. If a student is absent ½ day (excused), they may be able to participate in an extracurricular activity upon approval of the Principal or Assistant Principal. ****An unexcused absence for all of or part of the day means automatic exclusion from extracurricular events.**

COLLEGE DAYS

College visits made by juniors and seniors are counted as any other absence and is part of the 8 days they are allowed. Parent must still report this absence to the office.

JOB INTERVIEWS

Students will be allowed no more than three (3) job interviews a year. Students will not be allowed to go on a job interview unless they have a note from a parent/guardian pertaining to the interview or a parent calls the principal about the interview (these are counted as a regular absence and as part of the student's 8 days). No school time should be used for job training or scheduled work time.

JOB SHADOWING

Students may take up to one full school day to job shadow at a local area business. Job shadowing is allowed only when our counselor has set up an appointment for the student. Students must have written parental consent in order to take advantage of this opportunity.

This is considered an excused absence, but the student will be marked absent from school (the absence is counted as part of the student's 8 days).

KANKAKEE AREA CAREER CENTER

Participation in a Career Center class is a **year long commitment**. Students must understand that when they sign up for career center they

may not drop at semester without permission of the principal. No fees are returned if given approval to drop. Career Center students have access to their lockers from 7:50 and 8:00 am. The pass must be placed on their agenda. The bus leaves at 8:00 a.m. **If a student misses the career center bus or for any reason does not attend the career center, the student must report to school by 8:15am.** If the student does not report for school, they will be marked tardy or absent and it will count toward their 8 days of absences and the student will and will be considered skipping or cutting class. Students will spend 1st and 2nd hour in the ISS room, not as a punishment but as a study hall for not attending the career center. Discipline progression is listed below **Parents or students should at no time drive students to the career center without permission from career center AND high school administration.** Illegal transportation will cause student to be disciplined accordingly. Students should APPLY to the Career Center to attain driving privileges and provide documentation to the MHS office. Students who are granted permission to drive to the Career Center must also purchase a Manteno HS parking permit. Students may NOT carpool to the Career Center unless approved by the administration. Driving privileges may be revoked if students do not follow Career Center and MHS driving policies. Attendance and grades earned during freshman and sophomore years will determine eligibility to attend the career center junior year, and junior year attendance will determine eligibility to attend the career center during the senior year. Tardies to Career Center (missing Career Center bus) are subject to the following consequences:

- 1st Tardy – In-school suspension through second block
- 2nd Tardy – In- school suspension through second block
- 3rd Tardy – After school detention
- 4th Tardy – 4 hour Saturday detention
- Illegal Transportation to Career Center – 4 hour Saturday detention

UNEXCUSED ABSENCE/TRUANT FROM THE CAREER CENTER AND SCHOOL – MARKED ABSENCE/TRUANT (TOWARD 8 DAYS) AND DISCIPLINE ISSUED ACCORDING TO SKIPPING OR CUTTING CLASS. SIGNING OUT OF SCHOOL

Whenever a student leaves school, for any reason, he/she must have permission and sign out in the office. The sign-out sheet is located in the General Office. STUDENTS ARE NOT TO SIGN OUT UNLESS THEY HAVE CHECKED WITH SOMEONE IN THE OFFICE.

STUDENTS MAY NOT LEAVE THE BUILDING TO "RUN AN ERRAND", PICK UP SOMETHING FROM HOME THEY FORGOT, GO TO THEIR VEHICLE, ETC. Once students are in the building, they must stay in the building (subject to administrator's discretion). Non-compliant students are considered to be skipping class or school and will be subject to the appropriate discipline.

SKIP DAYS

Manteno High School does not have any organized, sanctioned "skip days." A student who "skips" will receive an unexcused absence and assigned the appropriate discipline.

STUDENT/STAFF BECOMES ILL AT SCHOOL

If a student becomes ill during school, he or she must report to the office. Parents or emergency contact will be called. If a staff member becomes ill, students are to contact the nearest school staff member for immediate assistance.

TARDINESS

Tardies to class will be kept on an individual class/teacher basis. Students will be considered tardy to school up to 8:45 am. **After 8:45 am they will be considered skipping or cutting class and disciplined accordingly.**

Classroom Tardy Model

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Teacher detention and contact parent/guardian
- 4th Tardy – Lunch detention
- 5th Tardy – Lunch detention
- 6th Tardy – Thursday detention
 - Conference with Asst. Principal

- 7th Tardy – 4 hour Saturday detention
 - Conference with Asst. Principal
 - Parent contact from Asst. Principal

- 8th Tardy – Full social probation for the remainder of the quarter or 2 weeks whichever is a longer period of time.
 - Lunch detentions
 - Hall passes revoked
 - No dances
 - No extra-curricular attendance
 - Extracurricular participation will be subject to a Code of Ethics violation

- Loss of parking privileges
- Loss of field trip privileges

**skipped teacher or lunch detentions will result in a Thursday detention

**skipped Thursday detentions will result in a 4 hour Saturday detention

**Tardies will be kept on a quarterly basis. At the beginning of each quarter student tardies will start over.

Tardy to School Model

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – Lunch detention

4th Tardy – Lunch detention

5th Tardy – Thursday detention

6th Tardy – Thursday detention

7th Tardy – 4 hour Saturday

8th Tardy – Full social probation for the remainder of the quarter or 1 month, whichever is a longer

period of time

-Lunch detentions

-Hall passes revoked

-No dances

-No extra-curricular attendance

-Extra-curricular participation will be subject to a Code of Ethics violation

-Loss of parking privileges

-Loss of field trip privileges

**skipped teacher or lunch detentions will result in a Thursday detention

**skipped Thursday detentions will result in a 4 hour Saturday detention

**Tardies will be kept on a quarterly basis. At the beginning of each quarter student tardies will start over.

Excessive Tardies

Accumulation of 10 total tardies in one quarter – full social probation for the remainder of the quarter or 1 month, whichever is a longer period of time.

-Lunch detentions

-Hall passes revoked

-No dances

-No extra-curricular attendance

-Extra-curricular participation will be subject to a Code of Ethics violation

-Loss of parking privileges

-Loss of field trip privileges

UNEXCUSED ABSENCES AND TRUANCY

An unexcused absence is defined as willful and determined absence from school, (either in the building or out of the building) with or without permission of the parents and without approval of the school officials. Students who are absent without an excuse as defined above will be subject to the following:

Skipping Class – defined as any absence from class, or leaving campus without permission for two hours or less.

1st offense – After school detention

2nd offense – 4 hour Saturday detention

Cutting Class – defined as any absence greater than two hours in one school day.

1st offense – 4 hour Saturday

2nd offense – 1 day In School Suspension

Skipping School – defined as missing an entire day of school without notification from a parent. (Principal, Asst. Principal or Dean does have the right to question the excuse.)

1st offense – 1 day In School Suspension

2nd offense – 2 days In School Suspension

3rd offense – 3 days In School Suspension

Unexcused Over 8 Days of Absence – defined as a student exhausting his/her allotted 8 days of absences that can be excused by parent/guardian.

2 weeks Social Probation:

Pass restrictions

No attendance at non-academic social events
Administrative review to be removed after 2 weeks

CONDUCT AND DISCIPLINE

AUTOMOBILE REGULATIONS

Parking is by application and permit approval only. All school rules apply.

High school parking facilities are limited, and student parking permits will be issued at a cost of \$75.00 per permit purchased before the first day of the 2nd semester; \$40.00 per permit purchased on or after the first day of the 2nd semester. In the spring, student parking passes will be issued for the following year on a first come first serve basis, beginning with seniors, then juniors, and finally sophomores. After those 3 weeks, parking applications will be available to any student with a current driver's license. Before receiving a parking sticker, a student must fill out an application in the high school office, and show a valid driver's license. No student may drive his/her car to school without first obtaining a parking permit. Students must observe all regulations in order to retain parking permits. Permits can only be used by the person/vehicle listed on the permit application. Permits are not transferable. There will be a \$10.00 fee for replacement permits. Permits are mandatory on school days between 6:00 a.m. and 3:05 p.m. Open parking will be allowed at all other times without a permit.

All vehicles must be parked in designated student areas or assigned parking slot and not moved until the end of the school day. Student(s) going to or using a vehicle without permission from the principal or assistant principal during the day will be assigned discipline. Special permission to move the vehicle must be obtained from the principal or assistant principal.

A student who operates his/her vehicle in a careless or reckless manner will forfeit the privilege of parking on school grounds for the remainder of the school year.

Snowmobiles and mini bikes are not to be driven or parked on school property.

Students driving or riding in a privately owned vehicle to school must obey all state and village traffic regulations.

Search of vehicles – Permission to park in M.H.S. lot is granted, subject to all rules and regulations of the school. By entering this area, the person driving any vehicle is deemed to consent to complete search of the automobile, with or without cause, by school officials or police. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage.

Disciplinary action for parking permit violations (students with parking permit):

1st offense (during school year): warning

2nd offense (during school year): \$25.00 parking ticket
3rd offense (during school year): driving privileges revoked for the remainder of school year (no refund will be given.)

Discipline for violations of non-parking permit students:

1st offense (during school year): warning

2nd offense (during school year): \$25.00 fine

3rd offense (during school year): vehicle towed at owner's expense

Students are NOT allowed to be dropped off or picked up in the north lot. All students must use the main entrance.

CHEATING/PLAGIARISM

Cheating involves any type of assignment, test, quiz, etc. in which a student copies from another student's work, looks off another student's paper, creates a "cheat sheet," uses notes, etc. without permission, or any other form to the discretion of the teacher. Consequence will be a Level 1 or 2 Major Offense.

DAMAGE TO SCHOOL PROPERTY (See Board Policy 7:170)

Students will be required to pay for any damage caused by their actions. Teachers must report all noticed damages to the principal immediately. Vandalism to school property can result in the student being expelled from school.

DISCIPLINARY RECORD

Parents and students should be aware that a disciplinary record is maintained by the principal for each student of Manteno High School. This record does not become part of the student's permanent record. Its purpose is to maintain a profile of the behavior of the student. Hopefully, this record will bring forward any indication of patterned behavior so that small disciplinary problems do not reach the critical stage.

Discipline (See Board Policy 7:190)

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school.

1. To become informed of and adhere to reasonable rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.

3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standard of health, cleanliness; and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process and takes away other student's rights.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored functions.

DISCIPLINARY POLICIES

Each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a *reasonable relationship* to the school;
3. *Traveling to or from school* or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

CORPORAL PUNISHMENT: The use of corporal punishment is prohibited in District 5 schools. Corporal punishment is defined as paddling, slapping, or prolonged maintenance of students in physically painful positions. Classroom teachers and other staff members are urged to refrain from using disciplinary methods that may be physically or psychologically damaging to children such as ridicule, excessive display of temper, etc.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm. Classroom teachers may remove or have a student removed from the classroom for disruptive behavior.

BEHAVIORAL INTERVENTION COMMITTEE: School District #5 shall maintain a Behavior Intervention Committee to implement the district policy on the use of behavior interventions. This policy was revised by the Manteno Discipline Committee and approved by the Board of Education on June 9, 1997. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

DISCIPLINARY MODEL

LEVEL I (MINOR OFFENSES)

STAFF INTERVENTIONS

LEVEL II (MAJOR OFFENSES)

ADMINISTRATIVE INTERVENTIONS

LEVEL III (SERIOUS OFFENSES)

ADMINISTRATIVE INTERVENTION/POSSIBLE LAW ENFORCEMENT INTERVENTION

LEVEL I - MINOR OFFENSES

Level I Acts of Misconduct are minor misbehaviors, which impede the orderly operation of the classroom, halls, lunchroom, bus and other general areas of the school. Such misconduct should be handled by staff members. Level I misbehaviors may include but are not limited to the following:

- Minor Insubordination to any school personnel.
- Inappropriate language
- Disrespecting fellow students
- Disrupting class
- Misuse of cell phones and other electronic devices in the classroom
- Inappropriate displays of affection
- Dress code violation
- Tech violation
- Littering
- Out of assigned area

POSSIBLE STAFF INTERVENTIONS:

1. Staff will warn the student
2. Staff will record, assign a teacher detention and contact parent/guardian
3. Staff will submit office referral to Asst. Principal (see Level II disciplinary options)

LEVEL II – MAJOR OFFENSES

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Infractions which result from the continuation of Level I misbehavior require administrative intervention due to the fact that Level disciplinary options have failed to correct the behavior. Included in this level are misbehaviors which may not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action by administration. Level II misbehaviors may include but are not limited to the following:

- Continuation of unmodified Level I acts of misconduct
- Skipped teacher detentions
- Possession or use of tobacco products on school property. Lighters are also prohibited
- Possession/under the influence of alcohol
- Truancy
- Major cheating offense
- Plagiarism/Forgery (written or phone)
- **Gross** disrespect/insubordination/misconduct
- Bus misconduct
- Verbal aggression
- Skipping and Cutting class
- Minor acts of theft
- Bullying (including hazing and racial remarks)
- Parking lot violations

INTERVENTIONS:

1. Staff will submit office referral to Asst. Principal

Disciplinary options: Level II disciplinary options may include but are not limited to:

- Student Conference
- Parent Conference
- Detention(s) – Lunch Period, Thursday or Saturday
- Loss of Privileges/Social Probation
- In School Suspension
- Out of School Suspension

LEVEL III – SERIOUS OFFENSES

Level III infractions involve actions that affect the integrity of the school environment and potentially the health and safety of students and staff. Infractions at this level may include the intervention of law enforcement. Level III misbehaviors may include but are not limited to the following:

- Threatening Acts
- Physical Altercation
- Possession/under the influence of alcohol
- Possession/under the influence of drugs or drug paraphernalia (including look a-likes)
- Gang Involvement
- Sexual Misconduct
- Possession or sale of stolen property
- Possession of, use of, or distribution of any dangerous substance or weapon
- Destruction of school property

INTERVENTIONS:

2. Immediate administrative action

Disciplinary options: Level III disciplinary options may include but are not limited to:

- Loss of Privileges/Social Probation
- In School Suspension
- Out of School Suspension

- Contact Law Enforcement
- Recommendation to Board of Education for Expulsion

****LEVEL II AND III OFFENSES MAY INVOLVE STUDENTS BEING INTERVIEWED BY LOCAL LAW ENFORCEMENT.**

SB100

School officials will make all reasonable efforts to resolve the threat and/or disruption. They will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student's continuing presence would be detrimental to the learning environment or safety of the school and students.

Suspensions will be categorized as either Short Term (1-3 days) or Long Term (4-10 days).

Short Term Suspensions may be used if a student's continued presence at school would *pose a threat to school safety or a disruption to other students' learning opportunities.*

Long Term Suspensions may be used if a student's continued presence at school would *pose a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school.*

Short Term Suspension (1-3 Days)

- Insubordination directed toward a faculty or staff member
- Disrespect directed toward a faculty or staff member
- Verbal or physical threat to a student
- Destroying/damaging school property
- Bullying (1st Offense)
- Student protest
- Disrespect with bad language directed toward a faculty or staff member
- Tobacco – use or sale of cigarettes, cigar, smokeless tobacco or electronic cigarettes
- Theft
- Sexual harassment towards another individual
- Racial harassment toward another individual
- Altering, tampering, changing, or destroying school technology (computers)

Long Term Suspension (4-10 Days)

- Physical Altercation
- Vandalism
- Bullying (2nd Offense)
- Under the influence of, passions, sale or distribution of alcohol
- Arson
- Threatening acts
- False report of a school fire
- False report of a bomb
- Jokes/statements regarding shootings or bombs
- Written or verbal threats to students or staff
- Gang related activities
- Possession, use, sale or distribution of any dangerous substance or weapon (including look-a-likes)
- Under the influence of, passions, sale or distribution of drugs or drug paraphernalia (including look-a-likes)

DRUGS/ALCOHOL/CONTRABAND/CONTROLLED SUBSTANCES

Contraband is defined as goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. Contraband includes, but is not limited to illegal drugs and look-alike substances, controlled substances, alcoholic beverages, tobacco products, e-cigarettes, vapor pens, drug paraphernalia, weapons, prescription drugs not prescribed for the student, anabolic steroids not administered under the care of a physician, and any inhalant per board policy. Students are not permitted to carry, possess, or distribute

contraband at any time. In compliance with this policy, toy guns, knives, or any toys that in the opinion of the principal/assistant principal could be construed, as a weapon not permitted at school. See Board Policy 7:190 for further information.

Controlled Substances – Any student found in possession of, or under the influence of, an alcoholic beverage (7:190), a controlled substance, narcotic and/or other illegal drug including look-a-like substances, or marijuana has clearly participated in an illegal act.

Students found in possession of, or under the influence of, the above mentioned substances by any employee on school grounds or at any school function shall be suspended for up to ten (10) school days. See Board Policy 7:190 and 7:200.

The administration may recommend expulsion for any alcohol or drug related offense. See Board Policy 7:190, 7:200 and 7:210.

Hazardous Substances – Disciplinary action, including expulsion, may be taken against any student using or possessing a hazardous substance, as that term is defined in Board Policy 7:190. The Board reserves the right to seek recoupment from a student's parents when the student's use or possession of a hazardous substance results in damages or costs to the Board.

Students in attendance where tobacco and/or alcohol and/or illegal drugs are present may be disciplined as if they were using or in possession. Students who violate the aforementioned policies will be dealt with on an individual basis. Educational options may be available through the administration in cooperation with support agencies.

HAZARDOUS SUBSTANCES

Disciplinary action, including expulsion, may be taken against any student using or possessing a hazardous substance, as that term is defined in board Policy 7:190. The Board reserves the right to seek recoupment from a student's parents when the student's use or possession of a hazardous substance results in damages or costs to the board.

PHYSICAL ALTERCATION

Any physical altercation between two or more students will be investigated by principal and/or assistant principal and or/ dean. After the investigation is complete the students may or may not be disciplined as a result of the altercation. Any student involved in a physical altercation may be prohibited from attending extracurricular activities which includes but is not limited to dances and sporting events.

At the administrator's discretion, the Manteno Police may be called to arrest students who are involved in violent physical altercations. This is to ensure the safety of our students and staff.

REFERRAL TO THE OFFICE

Teachers may immediately send students to the office to be disciplined for severe classroom misbehavior. The principal or assistant principal will then assume the responsibility of working with the student.

RIGHT TO QUESTION CONDUCT

"All" students are responsible to all staff members in the building for orderly conduct. A staff member's duties are not limited to his/her own classroom.

SOCIAL PROBATION

Social probation is a discipline technique that denies a student's privilege to attend extra-curricular activities or any school related social activity (lunch, class meetings, etc.). The revoking of passes out of class (except in an emergency) is also a form of social probation. These activities include, but are not limited to, school dances (Homecoming, Winter Ball, and Prom, etc.), sporting events, lunch, incentive trips, senior class trip, etc. Driving privileges may be suspended or revoked, as well as field trip privileges. Students that are placed on social probation while participating in athletics may be subject to Code of Ethics violations. Students will not receive a refund of any fee paid to participate in such activities if placed on social probation. The administration has the right to determine the definition of an extra-curricular activity.

THEFT

Students may be suspended, arrested, and responsible for restitution payment for theft of personal or school property, at an administrator's discretion.

THREATENING ACTS

Making any jokes or statements regarding bombs, shootings, and/or threats to students or any staff member at MCUSD#5, on or off school property could be grounds for school/criminal penalties. Written or verbal threats made by a student will be investigated by principal and/or assistant principal and/or dean of students. Appropriate disciplinary action will then be dispensed based on administrator discretion. At the administrator's discretion, the Manteno Police may be called to ensure the safety of our students and staff. **Offenses of this nature, verbal or written threats, can be punishable by up to two years of expulsion.**

DISCIPLINARY ACTION

DETENTIONS (See Board Policy 7:190)

1. Detentions issued by faculty members can be served either before or after school at the discretion of the individual faculty member. The student will be given notice in order to secure transportation.
2. Detention hall is 35 minutes on Thursday from 3:15-3:50 in the classroom of the teacher assigned to detention duty.
3. Students who do NOT sign in will not receive credit for serving that detention at MHS.
4. Students should bring something with them to read or study. A student who does not choose to bring something to study should not be

denied entry to detention hall.

5. Students who are sleeping or misbehaving during detention period will be told to leave.
6. All detentions are to be served either before school, after school, or on Saturday. No detentions are to be served during homeroom.
7. Students are responsible to find out times and dates to serve their detention if they are told they have one.
8. **A student that misses a lunch detention or a teacher detention will receive a Thursday detention. A Student that misses a Thursday detention will receive a 4 hour Saturday detention.**
9. **Students assigned lunch detentions should report to the assigned detention area before getting their lunch. Students should arrive within the 5 minute bell, or the detention will be considered a skipped detention. Students should sign in or it will be considered a skipped detention. The teacher will then escort the group to the lunch line.**
10. **Cell phones are prohibited.**

SATURDAY DETENTION POLICY – Scheduled Saturdays from 8:00 A.M. - Noon

Saturday detention is a supervised, teacher-directed, self-study detention period for grades 9 - 12. Its purpose is to discipline students in such a way that class time is not missed.

Saturday detention will meet on Saturdays at Manteno High School beginning at 8:00 a.m.

Students may be referred to a Saturday detention by an administrator only. Normally, a referral of this sort would be from more serious disciplinary violations or truancy. Each building principal is responsible for notifying students of his/her discipline plan.

If a student receives a Saturday detention referral on a Monday, Tuesday, or Wednesday, he/she will serve the detention on the next Saturday. If he/she receives the referral on Thursday or Friday, a choice of the next Saturday or the one after will be made by the student/parent administrator.

For example, Student A receives the referral on Tuesday, November 1st; he/she will be assigned to Saturday, November 5th. Student B receives a referral on Thursday, November 3rd; he/she will serve either Saturday, November 5 or Saturday, November 12.

1. Students must be at the front door of site of the Saturday detention by 7:55 a.m. and under the supervision of the assigned teacher by 8:00 a.m. Any student arriving after 8:05 will be sent home and considered skipping Saturday Detention.
2. Absences will be excused for medical emergencies, and/or deaths in the family; however, a doctor's note for the illness or documented proof for the funeral must be given to the principal or assistant principal on the following Monday morning before school. The student will then serve the detention on the next scheduled Saturday.
3. In the case of a personal or family situation that arises (one time only each school year), a written note from the parents at least one day before the scheduled Saturday detention will be accepted, and the detention will be rescheduled for the next Saturday detention date. Use this option only in an emergency as you may need to use it later in the school year.
4. Students must bring sufficient materials necessary to stay busy for the entire detention. School work, library books, or reference materials are examples of proper reading material. Final discretion will be left to the supervisor.
5. No gum, candy, food, or drinks are permitted.
6. No sleeping or assuming a sleeping position at any time.
7. No talking-a student wishing to communicate with the teacher in charge will raise his/her hand.
8. Students must adhere to all school rules outlined in the student handbook.
9. Cellphones are not allowed.
10. Students will be warned once for violations 4-7. Further violations will result in removal. Removal from detention will result in an additional Saturday detention being assigned and/or an out-of-school suspension.
11. Students will receive a break of ten minutes at the discretion of the teacher at some time near 10:00 a.m.
12. Students are responsible for their own transportation to and from school.
13. The school reserves the right to reschedule Saturday detentions if situations (such as anticipated weather emergencies) warrant. Cancellation of school on a Friday does NOT automatically cancel Saturday Detention (parents should use their own judgment in cases of poor weather conditions).
14. If a student collects 4 or more Saturday detentions, in school suspension is a possible discipline in place of any future Saturday detention assignments.
15. If a student receives Saturday detentions past the last available scheduled detention date, they may be converted to ISS (these will not count towards the allotted 3 ISS appearances).
16. A student that misses a Saturday detention will receive one day of ISS and placed on full social probation for the remainder of the quarter or 1 month, whichever is a longer period of time.
 - Lunch detentions
 - Hall passes revoked
 - No dances

- No extra-curricular attendance
- Extra-curricular participation will be subject to a Code of Ethics violation
- Loss of parking privileges
- Loss of field trip privileges

SUSPENSION AND EXPULSION PROCEDURES

The following are suspension procedures according to Board Policy 7:200

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

The following is expulsion procedures according to board policy 7:210

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.(105 ILCS 5/10-22.6)

IN - SCHOOL SUSPENSION (See Board Policy 7:200)

All students receiving ISS shall report to the ISS room by 8:15 am daily or a tardy will be given. Cell phone usage in ISS is prohibited. ISS is a discipline technique in which the student will be required to attend school in a self contained classroom for a specified amount of time. The assigned student should make every attempt to contact teachers for homework, quizzes, tests and projects or any other academic work to handle while in ISS. Teachers will be notified they have students in ISS and are required to submit classroom work for the assigned ISS student in the event the student did not secure classroom work for that day. Students will receive full credit for their class work while in the ISS room. Student evaluation sheets are completed at the end of the school day and submitted to administration. If a student's behavior is considered unacceptable by administration, the student may be required to re-serve the ISS. Students will not be allowed to leave the ISS room without permission from the administration; this includes but is not limited to, Career Center classes and School to Work. ISS students may be assigned an ISS curriculum packet. This curriculum may be assigned by either the ISS supervisor or administration. This curriculum is meant to be a learning experience for the assigned ISS student. If assigned this curriculum, it must be completed before the student can work on any other homework for the day. All passes out of ISS must be cleared with an administrator

OUT-OF- SCHOOL SUSPENSION (See Board Policy 7:200)

Any student suspended FROM school must not be on school property at any time during the suspension. Students will be suspended from all school activities. Students must make arrangements with teachers from each class on scheduling any make-up tests and project dates that were missed as a result of the suspension. **EXPULSION FROM SCHOOL** (See Board Policy 7:210)

Any student expelled from school must not be on school property at any time during the expulsion. Students expelled from school will not be allowed to attend any school activities. Grades of "0" will be recorded for all work in classes enrolled in at the time of expulsion.

SERVING SUSPENSION OR EXPULSION IMPOSED BY ANOTHER SCHOOL

No school district is required to admit a new student who is transferring from an in-state/out-of-state public or private school, which is suspended or expelled for any reason. The student must complete the entire term of the suspension or expulsion before being admitted into the school district. Placement of such a child in an alternative school program may be required under the direction of a child's IEP.

(105 ILCS 5/2-3.13a)

EXTRA-CURRICULAR/CLASS ORGANIZATIONS

A wide variety of activities directly related to curriculum are available. There are two types of co-curricular activities: athletic and non-athletic.

NON-ATHLETIC ORGANIZATIONS

ASSOCIATION/COMMUNITY

Manteno School District enjoys the support of the Manteno PTO, Manteno Athletic Booster Association, Manteno Band Boosters, Manteno Show Choir Boosters, Friends of the FFA, and The Manteno Educational Foundation. Participation in these organizations is encouraged.

ATHLETIC ASSOCIATIONS

Manteno High School is a member of I-8 Conference and the Illinois High School Association. Athletes, parents, visitors and school officials will follow the by-laws of these organizations.

ACADEMIC TEAMS – SCHOLASTIC BOWL

Academic Team is IHSA sponsored, and we compete with area I-8 schools. A match consists of 24 questions that can be pulled from any subject area, from Algebra and British Literature to Sports and Music. We currently have a varsity team for the juniors and seniors and a JV team for the freshman and sophomores. The first practice is usually held in November, and the season starts in December.

ART CLUB

This is a wonderful organization for all students who are interested in art. We have monthly meetings to help promote art throughout our school, welcome guest speakers to teach us interesting art techniques and mediums, work on painting projects, and try to take an art related trip to Chicago every year. Come join the fun!

BEST BUDDIES The MHS Best Buddies chapter is part of an international organization that promotes friendship, understanding and acceptance of students with special needs. The group meets regularly to plan fun social activities for students with disabilities and their non-disabled peers to participate in together. The chapter hosts an annual picnic, a holiday party and has attended sporting events and dances. Any student who wants to make new friends is welcome to submit an application during the membership drive held the first few weeks of school.

CHESS CLUB

The MHS Chess Club welcomes players of all skill levels. Anyone can play chess at our regular meetings once a week. Our goal is to help everyone become a better chess player, and put forth our best team for conference matches and the state tournament. Conference play is from October to February, with casual play lasting all year.

CLASS MEETINGS

Class meetings will take place as needed on an alternating period basis. It is hoped that class meetings can be kept to a minimum and not take up too much instructional time; however, at times this is very hard to do.

ENVIRONMENTAL SCIENCE CLUB

The Environmental Science Club is a group devoted to preserving the beauty of our planet. We not only deal with recycling in the high school, but also volunteer locally. As volunteers our goals are to preserve Kankakee County's most beautiful spots for future generations while also teaching adults and children how they can conserve energy, recycle, and live an environmentally friendly lifestyle.

FCS

The Family and Consumer Science Club is an organization that allows students to practice their cooking, sewing and childcare skills. Fun competitions such as Cupcake Wars, Chopped, and a Cake Contest are common and new activities are added every year. The FCS Club typically has one afterschool activity per month. As a member of the FCS Club, you will also have the opportunity to compete at the regional and state level through FCCLA.

FFA

FFA is a youth organization that has national, state, and local affiliations. The Manteno chapter has a rich history of community service, leadership training, and student development. The FFA participates in Career Development Events, (contests) that back up and reinforce the units in the classroom. Students in any agriculture course (including agriculture mechanics) are automatically members of the FFA Chapter. Currently, to be able to compete with FFA or attend overnight trips, you must be enrolled in an agriculture class, as set forth by the state organization. If you would like to be a member but are not enrolled in a class, please see the Agriculture teacher to be able to participate locally! There is no charge for this organization.

GSA

Manteno's GSA Club is relatively new. The GSA Club is a student run club that brings together LGBTQI and straight students to support each other, provide a safe place to socialize, and create a platform to fight for racial, gender, LGBTQI, and economic justice. GSA meets once a month after school.

INTERACT CLUB

Interact is Rotary International's service club for young people. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting. Each year, Interact clubs complete at least two community service projects, one

of which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships with local and overseas clubs and learn the importance of

- Developing leadership skills and personal integrity
- Demonstrating helpfulness and respect for others
- Understanding the value of individual responsibility and hard work
- Advancing international understanding and goodwill

JAZZ ENSEMBLE

This is an extra-curricular activity that incorporates instruments of the traditional jazz band setting: saxophones, trombones, trumpets, guitar, piano, bass, and drums. Through this group, students will learn the elements of improvising, song styles, and chordal structure in music. The group performs approximately 8-10 times in the community and surrounding areas of Kankakee County. This includes performing at festival events on state college campuses and high school events. Auditions for this group occur in mid-October.

LIBRARY TEEN ADVISORY COMMITTEE

Meets twice a month during homeroom. The TAC Team is for students that love libraries and love to read. Their objective is to assist the Media Specialist with book recommendations, library programming and special events. Membership is limited and requires a written application.

MATHLETES

Mathletes is a great club to join if you enjoy math and want to be involved with special events and competitions throughout the year. We will have meetings approximately 4 times a month, after school and in homeroom. There are 4 contests with different schools in the area with a chance to go to the state competition.

MUNDO

MUNDO Club is for students who are excited to learn about different cultures in the world. Monthly meetings and activities are held in which students explore these cultures through song, dance, film, and of course, food! Field trips are also taken to museums, restaurants, and other culturally significant places. Our mission is to open the minds of our members to be more understanding of other cultures in our world. We hope you can join us!

NATIONAL HONOR SOCIETY

Junior and senior students with a 4.50 cumulative GPA have met the minimum scholastic requirement for candidacy. As the first step in the process, students' academic records are reviewed to determine those persons who are scholastically eligible for membership. Students who are eligible scholastically are notified and informed that for further consideration for selection to the chapter, they may complete the Student Activity Information Form. This form outlines the candidate's accomplishments in the areas of Service and Leadership. The Student Activity Information Form will be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership. The selection is determined by the Faculty Council in the areas of character, leadership, and service. With the vote on each candidate, those candidates receiving a majority vote of the faculty council will be invited for induction into the chapter. For further information please see the National Honor Society Sponsor.

PURPLE KRUSH/M CLUB

Responsibilities are mainly focused on promoting extra curricular attendance.

SHOW CHOIR

The Manteno Magic Show Choir is an inter-disciplinary ensemble that integrates music, theater, dance, and visual art. As a competition show choir, they tour throughout Illinois and the Midwest. Many community performances are also given during the year

Members of Manteno Magic are chosen each spring. Auditions for singers/dancers are open to all Manteno students in grades 8th – 11th. Members will be selected by the director as needed.

All show choir members must follow the code of ethics, maintain academic eligibility, and agree to the show choir team contract. Members are required to attend all practices, including 7:00 AM rehearsals and Saturday choreography clinics. All performers in the show choir must also be enrolled in either band or chorus. More information about Manteno Magic is available on-line at <http://www.mantenomagic.org>.

STUDENT COUNCIL

The MHS Student Council is a leadership organization comprised of students from each grade level. Students who wish to participate will need to fill out an application/petition form which will be given to them during the month of April. Students will be voted in by their classmates.

Student Council hosts all Homecoming events and various activities throughout the year. The purpose of this organization shall be as follows:

1. To promote all worthy school activities
2. To enable students to express ideas on school matters
3. To promote interests and activities between our school organizations
4. To create and maintain standards of good citizenship among students

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5. To promote closer co-operation between students and faculty

WYSE TEAM

The WYSE (Worldwide Youth in Science and Engineering) team is a team in which students take pencil and paper tests. Tests may be taken in biology, chemistry, computer fundamentals, engineering graphics, English, math and physics with five of the subject scores being used to derive the team score. Individuals and/or teams may advance through regional and sectional competition and on to state if they place 1st or 2nd in the previous level of competition.

YEARBOOK

The Yearbook club is made up of students who are interested in photography, layout and design, and writing. They take pictures of school events, organize the pages of the yearbook, and contact local businesses for advertising. All students, grades 9-12, are encouraged to participate.

ATHLETICS:

Manteno High School is a member of the Interstate 8 Conference. Member schools include: Coal City, Herscher, Lisle, Manteno, Peotone, Plano, Reed-Custer, Sandwich, Seneca, Streator, Westmont and Wilmington High Schools.

Boys Sports offered:

Baseball, Basketball, Cross Country, Football, Golf, Soccer, Track and Field, Wrestling, and Bass Fishing (not funded by MCUSD#5).

Girls Sports offered:

Basketball, Competitive Cheerleading, Cross Country, Football Cheerleading, Softball, Soccer, Track and Field, Volleyball, and Bass Fishing (not funded by MCUSD#5).

Sportsmanship

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the Interstate 8 as well as the individuals who participate in these programs. Students and parents involved in all facets of interscholastic programs are expected to demonstrate respect for other and display good sportsmanship.

Commitment

Students participating in interscholastic programs are expected to maintain a high level of commitment to their academics as well as to the specific program they are involved with.

REQUIREMENTS FOR EXTRA-CURRICULAR PARTICIPATION

All students wishing to participate in an extra-curricular activity that requires a participation fee must have ALL "previous fee balances" paid before participating (including tryouts).

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A signed form showing that the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

High school varsity athletes and their parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime. The student athlete and their parent/guardian must also sign a Concussion Education form.

Payment of the \$75.00 participation fee is due before the first competition.

CO-CURRICULAR AND ATHLETIC CODES OF CONDUCT

The Students of Manteno CUSD #5 who take part in any extracurricular activity represents our school and the community of Manteno by their actions and conduct. The administration, coaches, teachers, sponsors, and parents of Manteno CUSD #5 take pride in our student body; therefore, we require that they demonstrate behavior becoming to our expectations. Participation in any extracurricular activity is an honor and a privilege but not a right. This privilege may be suspended or revoked when their actions or behavior are in violation of this Code of Ethics.

Application and enforcement – The Code of Ethics applies year round and it is understood that the consequences delineated below are the minimum penalties you may expect. The coach/sponsor may recommend more severe measures depending on unique circumstances, the student's attitude, and the student's cooperation.

It is the responsibility of the school administration and/or disciplinary board to enforce the disciplinary measures outlined in the Code of Ethics. Should the suspension not be completed by the end of the current sport/activity, the remainder of the suspension will be completed in the student's next sport/activity. On returning from a suspension, the student has no guarantee that they will have the same position.

Disciplinary Board – The disciplinary board will consist of the building principal and/or the building assistant principal, building athletic director, a fine arts sponsor, a student council or class sponsor, a coach from a men's athletic team and a coach from a women's athletic team.

Reporting of Incidents – Documentation of offenses that occur on school grounds and/or during school activities could be either through a police report appropriate school personnel, or student admission. Documentation of offenses that occur off school grounds and/or during non-

school activities could be either through a police report or student admission.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

The school administration is authorized to discipline students for gross disobedience or misconduct for engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. The consequences defined below apply to all participants of extracurricular activities.

CATEGORY ONE VIOLATIONS

BEHAVIORAL CONDUCT

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

First Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor with meeting held, and
- c) Documentation, and
- d) Suspension from 10% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- e) Continued attendance at team practice required.

Second Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor with meeting held, and
- c) Documentation, and
- d) Suspension from 40% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- e) Continued attendance at team practice required.

Third Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor with meeting held, and
- c) Documentation, and
- d) Suspension from all extracurricular contests for one calendar year (365 days).

CATEGORY TWO VIOLATIONS

- Use or possession of any tobacco substance.

First Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor. Meeting will be and
- c) Documentation, and
- d) Suspension from 25% of contests for that season to be carried over to the next sport/season, and
- e) Continued attendance at team practice required.

Second Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor. and
- c) Documentation, and
- d) Suspension from 100% of contests for that season to be carried over to the next sport/season, and
- e) Continued attendance at team practice required.

Third Offense Consequences

- a) Counsel student, and
- b) Notify parents and coach/sponsor. Meeting will be held and
- c) Documentation, and
- d) Suspension from all extracurricular activities for one calendar year (365 days).

CATEGORY THREE VIOLATIONS

- Attendance at parties or other activities where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcoholic beverages and/or illegal drugs are being illegally transported.
- Use or possession of a controlled substance.
- Use or possession of an alcoholic beverage.
- Gross Misbehavior (any conduct of a student that results in an out-of-school suspension and other conduct not falling under any other Violation of the Code of Ethics)

The disciplinary board will meet to determine the consequences for a Category Three Violation. They will vote on the consequences that are listed below based on the severity of the action by the student with the building principal having the tie-breaking vote if needed.

Consequences:

- a) Counsel student, and
- b) Notify parents and coach/sponsor with a meeting held to discuss consequences and substance abuse opportunities, and
- c) Documentation, and
- d) Suspension from a percentage of contests to be determined by the disciplinary board.

WEB SITES AND SAFETY

Parents and students are hereby notified of the existence of non-district web sites that highlight student athletes, extra-curricular participants, and display game/activity schedules. These sites may even highlight individual schools. These third-party sites are not under the ownership nor are they under direct control of the district. Therefore students should not post personal contact information (home phone number, personal cell phone number, personal email address, home mailing address, parent names, and parent contact information) on these sites. Many of these sites are used by other schools and news outlets wherein videotaped games or performances may be placed on the internet without notification to the school, the district, or the student. Therefore students participating in extra-curricular activities shall/must have their parents sign and agree to the District's media release form. Students whose families do not agree to the media release form shall not be allowed to participate in extra-curricular activities.

SCHOLASTIC ELIGIBILITY

All school activities including extracurricular activities in which interscholastic competition takes place are inclusive to scholastic eligibility. Eligibility will be checked each week by the Athletic Director. Students involved in these activities must adhere to the MCUSD #5 Code of Ethics. See the scholastic eligibility requirements in the MCUSD #5 Code of Ethics.

1. In order to remain academically eligible at Manteno High School, a student cannot be failing two subjects. A grade of A, B, C, or D will be recognized as a passing grade. If a student is failing two or more subjects in any given week he/she is ineligible for that week.
2. The athletic director will check eligibility each week.
3. Any student that is marked scholastically ineligible for 3 consecutive weeks will be dismissed from the activity.
4. Eligibility determination at the end of each semester shall be determined based on the number of classes failed that semester. If a student is failing 2 or more subjects in a semester they will be ineligible for the upcoming semester.
5. A student who fails only two subjects in the second semester of a school year and is considered ineligible for the upcoming semester may retake only one of those classes in summer school to regain their eligibility for the upcoming semester.

TEAM RULES

The High School varsity coach/sponsor will be responsible for overseeing the entire program in that extracurricular activity (K-12), and will establish rules and regulations for every level of their activity. The athletic director and varsity coach/sponsor will organize a mandatory meeting for the participants and their parent(s) to explain the team rules and this Code of Ethics. If a student and a parent are not able to attend the specific activity meeting, they must meet with the coach/sponsor and/or athletic director. All rules established by coaches must be in writing and approved by the athletic director, with a copy given to the principal, each student and parent.

RIGHT OF APPEAL

Each discipline situation is unique and will be dealt with on an individual basis.

There is an established procedure, which provides for the appeal of disciplinary action as follows:

1. The complainant shall first bring said complaint to the coach/sponsor concerned.
2. If the problem cannot be resolved, it should be brought to the attention of the athletic director.
3. If the problem still cannot be resolved, it should be brought to the attention of the principal.

4. The complainant may refer the issue to the Superintendent by requesting an appointment in writing for a review and decision.
5. If the above steps do not resolve the concern of the complainant, he or she may request a review by the board appointed hearing officer.

ILLINOIS HIGH SCHOOL ASSOCIATION

Detailed information regarding the IHSA Athletic Eligibility Rules may be found on the internet at IHSA.org or in the high school athletic office.

Athletic eligibility rules – Attendance – Scholastic standing – Residence – Transfer – Participation limitations – Age – Use of players – Participating under a false name – Physical examination – Amateur status – Recruiting of athletes – School team sports seasons – Playing in non-school competition – All-Star participation – Coaching schools – Misbehavior during contests.

Any student/athlete participating in a given sport must abide by the existing IHSA regulation 3.100 Independent Team Participation rule. This rule states during the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport or in any competition that involves the skill of the sport in question.

Student/athletes may participate in other outside activities and/or sports during the season as long as there is no conflict with meetings, practices and scheduled competitive events/games. Those student/athletes where (cuts) eliminations are made should give special consideration to the potential of injury from participating in out-of-season activities or sports. Coaches will not discipline or assess penalties for participation if the student/athlete so chooses.

MISCONDUCT AT EXTRACURRICULAR EVENTS

Anyone in attendance at an extracurricular event on school property can be excluded from attending any extracurricular event for up to one year for conduct deemed inappropriate by the school authorities. (See Board Policy 7:190)

PROM

Prom will take place during after-school hours. Post Prom will be a non-school supervised activity, and class funds cannot be used for the Post Prom. All attendees will pay a fee for Prom. Prices will be set by the prom committee each year. Ticket prices are subject to change from year to year.

RIDING OF SCHOOL BUS TO AND FROM ANY ACTIVITY SPONSORED BY MHS

Any student who leaves our school on a bus for any activity must ride that bus back, unless special permission has been granted.

Students are not to be dropped off at their home, even if it is on the route home.

****Any parent wanting to take his/her student to or from an away activity must contact the principal, sponsor, or coach before taking the student.**

STUDENT AND STAFF ATTENDANCE AT CO-CURRICULAR ACTIVITIES

Students and sponsors will be financially supported and released from school or work when they are actually participating in an activity approved by the Board of Education.

No financial support or release from school or work will be given any student or staff member to act as a spectator at any event unless the School District is actually involved as a participant.

Students who are designated as Homebound are not to be on school property during school hours or during a school sponsored function, unless approved by the administration. The administration will request approval from the physician who wrote the Homebound orders.

SUNDAY ACTIVITIES

Student activities, games, or practices shall not be scheduled on Sunday. Any exception to this policy must be approved in advance by Superintendent or the Board of Education.

MISCELLANEOUS

CLOSED CAMPUS

District #5 has adopted a closed campus policy for its schools. Students may not leave school without permission from the principal or assistant principal.

DAILY ANNOUNCEMENTS

Daily Announcements are published each day. Students are responsible for following any direction listed on the daily announcements. The daily announcements will be e-mailed to students via their panthernation accounts.

DISCLOSURE OF DIRECTORY INFORMATION

Directory information may be released to the general public, unless a parent requests otherwise. The district has designated the following information as directory information: student's name, address, gender, grade level, birth date and place, parents' names and addresses, academic awards, degrees and honors, information relating to school sponsored activities, organizations, and athletics, major field of study, and period of attendance in the school. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the school Principal's office.

DISTRIBUTION OF NON-CURRICULAR LITERATURE BY STUDENTS

(First Amendment) – Any materials that are distributed on school grounds must be approved by the building administrator prior to posting or

distribution.

DRESS

Dress Code - Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Specific to MHS, students will be expected to dress in traditional attire appropriate for school.

1. NO BACKPACKS allowed in class without administrative approval.
2. Shirts or tops must extend past the waist. When you raise both arms above your head, the shirt must cover the torso.
3. Shorts and skirts must be of appropriate length. (As a guideline - When your arms are at your sides, your shorts can be no shorter than where your fingertips touch your leg.) The Administration will make that determination.
4. Bare midriffs, halter-tops, tube tops, spaghetti straps (straps must be 2 inches in width), revealing necklines, off the shoulder straps and open back clothing are prohibited. Also, attire with see-through, sheer, or fishnet materials are prohibited. Shirts must have 2" of material on top of shoulder; however, side seams must be closed up to the arm pit.
5. Baggy pants that expose the underwear are prohibited.
6. Clothing that displays any insignia or sign, which shows disrespect for any race, creed, color, sex, or nationality is not permitted.
7. Articles of clothing that displays an obscene message will not be worn.
8. No hats will be worn in the building. Hoodies cannot be on the head. Overcoats are to be kept in the student's locker all day.
9. Chains, which present a hazard or can be used as a weapon, may not be worn.
10. Clothes which may distract from the learning process are not allowed.
11. Clothing advertising or referring to alcohol or contraband are prohibited.
12. Clothing with holes at or near the buttocks or crotch is prohibited.

The administration shall decide whether deviations from the foregoing requirements are not in keeping with the standard of educational and moral aspects of the instructional program and community standards.

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 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.

During instructional time 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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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 not limited to, the following: (1) using the device to take photographs in the locker rooms or bathrooms; (2) cheating; (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting); (4) using a device to take photos or video without consent of those in the video or photograph

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:

1st Offense Consequences

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 period.

2nd Offense Consequences

The device will be confiscated. The student will pick up the device in the office at the end of the school day.

3rd Offense Consequences

The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device from 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.

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.

It is against school rules to video tape other students or staff without their permission and this could cause you to lose your cell phone and technology privilege.

FOREIGN EXCHANGE STUDENTS

Families and organizations wishing to place foreign exchange students in Manteno CUSD #5, must contact the principal or superintendent in advance of the student's stay. A letter of request must be submitted by the sponsoring organization, and the request must be approved by the administration and Manteno Board of Education before the student is accepted by the district. No diploma is issued to a foreign exchange student.

GIFTS

Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members.

HALL PASSES

All students must have a valid pass issued by school personnel at all times other than regularly scheduled passing times.

INSURANCE

The school has purchased student accident insurance coverage on your child's behalf. This program provides coverage for your child for any injuries incurred while participated in any school sponsored and/or supervised activity, including athletics. Aside from school sponsored coverage that the district has provided on your student's behalf, dental accident coverage and also 24 hour coverage that provides protection during vacations and weekends is offered to you should you elect to purchase additional coverage. ***Please note that the school district does NOT carry insurance on any personal property that is brought to school such as clothing, band instruments, and other items. Students and parents may want to schedule expensive items on their homeowner insurance policy.***

KANKAKEE AREA CAREER CENTER COSMETOLOGY STUDENTS

Seniors enrolled in KACC's Cosmetology Program for the second year may request a reduction in their class load with principal's approval in order to complete the hours needed for their state license in cosmetology. A maximum of 2 credits can be earned. These students must still complete the required number of credits needed for graduation. Students must be in good standing academically and have a good attendance record.

LIBRARY

The library is dedicated to providing the reading and resource needs of all the students and staff. Books, computers, magazines and newspapers are available for student use. Any student caught with a book or magazine that is property of Manteno HS that he or she did not check out from the library will be subject to Level 1 disciplinary procedures.

Book Circulation:

Students must show their student ID or agenda to check out a book

Loan period is 2 weeks; overdue fines are 10 cents per day

Damaged books will be assessed the cost of the book plus \$5.00 reprocessing fee. Prior damage MUST be reported within 24 hours after book is checked out or damage is the responsibility of the student.

Library Use:

All students using the library must have a written pass from their teacher

Sign in/out at the circulation desk before using/leaving the library

Computer Use:

ALL computer use must be consistent with district acceptable use policy

All students using the computers must have a written pass from their teacher

Sign in at the circulation desk on the computer clipboard

LOCKERS (See Board Policy 7:140) Right and Responsibilities

School lockers are public property maintained for student use. Students are responsible for locking items in both athletic and academic lockers. Do not leave valuables unlocked. The superintendent, building principal, assistant principal, and/or teachers may examine and inspect locker contents on a regular basis throughout the school year. **The sharing of lockers is prohibited. Nothing should be adhered to the outside of a locker without prior permission from the principal.** If permission is granted, only clear scotch tape will be permitted. **Students should leave valuables at home. The school is not responsible for items lost or stolen. Lockers should be locked at all times. It is the student's responsibility to make sure his/her locker is locked at all times. Do not bring any item to school that is not needed for school that can be easily lost, stolen or broken. DO NOT GIVE ANYONE ELSE YOUR LOCKER COMBINATION!**

LOST AND FOUND

Students and teachers should be aware that a lost and found collection box is located in the office. If something is found it should be taken to the office and given to the secretary.

LUNCH

Manteno High School will provide a Class A lunch to each student at a cost to be determined by the Superintendent and the Board of Education. Students should put money in their lunch account in the mornings between 7:45 and 8:15. Checks should be made payable to Manteno High School. Parents may deposit lunch money using a credit card through Family Access. Students **must have** money in their account in order to eat a hot lunch.

Students may also choose to buy their lunch from the a la carte line. Items purchased in this line can be paid with cash or by using their Skyward lunch account.

MHS BUILDING RULES

All school rules will be in affect during normal school hours, while a student is under the auspices of Manteno Unit School District, and while on school grounds.

NOTE: Skateboarding is NOT allowed on school grounds.

HALLWAYS

1. Always walk. Running is not permitted.
2. Try to stay on the right side when walking.
3. No loud talking, yelling, or disrespectful language
4. No loitering.
5. Respect classes that are in session.
6. Any item may be confiscated when used inappropriately.
7. Tobacco products will be confiscated.
8. Food and drink must be kept at students lockers. It is the responsibility of the teacher to manage food and drinks in their classrooms if they choose to allow it as an incentive or special occasion. Students must finish or discard food and drink before leaving that classroom.
9. Students should keep book bags, purses and backpacks in their lockers. If a student brings one of the above to class, they should be directed to take the item to their locker. If the student is late upon returning from their locker, they should receive a tardy.
10. Students must have hallway passes during non-scheduled passing times.

LUNCHROOM

1. ***Outside lunches MUST be purchased by parents ahead of time – NO student ordered deliveries that require cash payment will be accepted***
2. *Students are responsible for cleaning their own lunchroom area.*
3. *Throwing food will not be tolerated and will result in disciplinary action.*
4. *When not purchasing food or using restrooms, students should be seated at tables.*

GYMNASIUM

1. No running into or out of the gym.
2. Only gym shoes on the floor!
3. No jumping from stairs or bleachers.
4. No pop or food !

MEDIA/PICTURES

Please be aware that by signing the handbook sheet Manteno High School has the parent's permission to use photographs and videotapes of his/her child during his/her school activities. These pictures and tapes may be for display in classrooms or submitted to be used by local media.

MILITARY OPT OUT FORM

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. "Opt Out" forms are available in the high school office. Completion and return of this form to the high school office by parents/guardians, serves as your request to withhold your private information.

NON-ENROLLED STUDENTS WITH INFANTS/CHILDREN

Students are not to bring their infants/children to Manteno High School during the school day (8:05 a.m. to 3:15 p.m.). The presence of infants/children creates a distraction from the educational processes the school tries to facilitate. Students may bring in an infant if permission has been granted by the high school principal, assistant principal, or dean.

OFFICE/LIBRARY AIDES/OTHER

During the last month of school students may pick up an application and apply for these positions for the following year. The office/library will interview and select the students from these applications. Duties and guidelines are available from the secretary in the office and the librarian.

PARTIES AND DANCES

Students should be discouraged from planning surprise parties for their teachers. All dances and parties must have sponsorship and supervision, or they will be canceled. Attendance at school sponsored dances is a privilege. Only students who attend the school may attend school sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as a freshman in high school and not over the age of 21, unless approved by Administration. All outside guests must be cleared in advance by the administration in order to attend a school dance. It is the student's responsibility to clear an outside guest with the principal or assistant principal.

All school rules, including the school's discipline code are in effect during school sponsored dances.

SCHOOL CLOSING & EARLY DISMISSALS

In the event school is canceled for any reason, the school will announce the closing over radio station WKAN 1320 AM, WVLI 95.1FM, and WONU 89.7 FM. Skylert Blast will be used, this is via phone, e-mail, and text options.

SCHOOL SAFETY DRILL PROGRAM

The school will conduct routine safety drills in compliance with the Illinois State Board of Education mandates.

SCHOOL SAFETY PLAN

All staff members should have a copy of the Manteno School Crisis Plan, which details specific procedures for emergency situations. In the event of an emergency evacuation, it is imperative that students remain with their classes, so all can be accounted for. In the event of severe weather or other school related emergencies, parents will be notified through the District website at www.manteno5.org, the school's automated Skylert system, and various media outlets such as: The Daily Journal, Bourbonnais Herald, Russell Publications, WKAN (1320 AM), WVLI (95.1 FM) and WONU (89.7), WGFA (94.1 FM) and WLRT (97.2 FM).

SENIOR YEARBOOK PHOTOS

Any senior who wishes to have his or her senior picture appear in the yearbook, on the wall composite, or in the Senior sections of the Kankakee *Daily Journal* and the *Manteno News* must have his or her picture taken by the school photographer.

SHOP AND LAB CLASSES

All students in shop classes or any lab course are to obey all safety rules whether posted or verbally directed; otherwise they could risk losing their privilege of taking the class.

STAFF QUALIFICATIONS

Pursuant to the federal No Child left Behind Act, enacted on January 3, 2002, a parent may request information regarding the professional qualifications of his/her child's classroom teacher(s), including information about:

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.

Parents who wish to obtain such information must submit a written request to the District office, directed to the Superintendent. The request must identify the information sought, and the staff member(s) about whom the information is requested.

As required by law, the District will provide staff qualification information within a reasonable time after receiving a written request in accordance with the above paragraph.

STUDENT OF THE MONTH

Values:

September – Respect: Focus - respect other people, your building & yourself

October – Responsibility: Focus – time management

November – Productive: Focus – give a positive effort

December – Respect: Focus – appropriate language

January – Responsibility: Focus – positive decision making

February – Productive: Focus – completion of tasks

March – Respect: Focus – positive attitude and behavior

April – Responsibility: Focus – be prepared

May – Productive: Focus - participation

STUDENT RESIDENCY AND TUITION POLICY

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided in Board Policy or in State law. A student's residence is the same as the person who has legal custody of the student. – See Board Policy 7:60 for further information.

TEXTBOOKS

Textbooks are the property of Manteno Unit District #5 and are rented to students at a cost to be determined by the Superintendent and the Board of Education. Proper care of all instructional material is expected of all students while attending Manteno High School. Fines will be levied if books or other materials are damaged. If you drop a class, a clearance sheet must be completed and textbook returned to the teacher.

NOTICE TO PARENTS OF SECULAR TEXTBOOK LOAN PROGRAM

Manteno CUSD#5 participates in the Illinois State Textbook Loan Program. This program allows the District to receive a portion of our textbooks from the State of Illinois every year. Because of participation in the program, book fees can be waived or reduced with the qualifying factor being whether a family qualifies for free and reduced lunch. Books which are purchased through the program are so indicated. (105 ILCS 5/18-17; Ill.AdminCode 350.15)

TRESPASSING PROHIBITION

Trespassing on school grounds during and after school hours is not permitted.

UNIVERSAL WEIGHT LIFTING MACHINE /WEIGHT ROOM/CARDIO ROOM

Students are not to use the universal weight lifting machine/weight room or any item that is the property of the school unless there is a teacher, coach or supervisor there to supervise the use of the machine/room/item.

VISITORS

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. Parents are invited to attend school at any time and are asked to report to the office and identify themselves with a State issued photo ID prior to visiting their child's class. This I.D. will be entered into the Raptor Visitor Management System.** School age relatives and friends can often be a distracting influence to the educational process and therefore are requested not to visit school with students.-(820 ILCS 147/5) Sec. 5. Policy.

WORK PERMITS

Work permits may be secured through the principal's office. A statement of employment must be submitted from the employer to the principal stating the name and address of employer, the kind of work, the hours involved, and proof of the student's birth date. After the student has picked up a "work permit" form, the employer must fill it out and the student must bring it to the Principal or designee so that she can type up the certificate that is sent to the state office.

STUDENT SERVICES

FAMILY ACCESS

Family Access is a web-based component of Skyward, our student management system that gives parents/guardians unprecedented access to student information. This allows parents to take a much more proactive role in their student's education.

With this system parents are able to access:

- **Student Attendance** - View every absence or tardy recorded for the student in an easy to use calendar format.
- **Student Schedules** - View the student's schedule as well as teacher and contact information for each class.
- **Food Service** - Check the student's lunch balance as view each day he or she ate hot lunch. Note: ala carte items are not included.
- **Grading** - View a student's grades as of the last grading period.
- **Student Contact Information** - View emergency contact information to make sure everything is up to date.
- **Fee Management** - View account activity including a breakdown of charges and credits.
- **Health Information** - View immunization records and other health related information on file about your student.

Links to teacher and staff e-mail addresses are provided wherever appropriate making it simple to contact a teacher. Also, if a student is absent, the parent can log in to the system and report the absence -- no more phone calls!

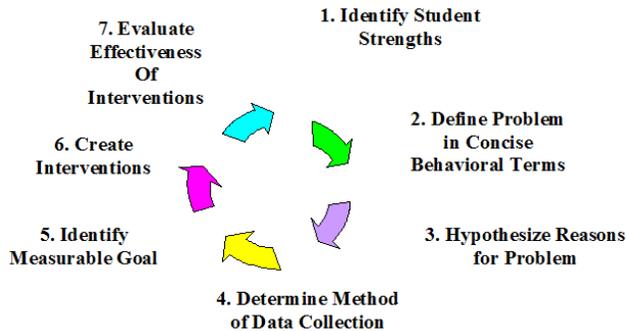
Security We realize how sensitive student information is. We have taken a number of steps to protect access to this data. Any connection to the system requires a Secure Sockets Layer (SSL) connection that encrypts data between your computer and our server. This is the same technology utilized by banks and credit card companies to protect data transferred over the Internet.

We don't just let anyone have access to the system. To gain access, a parent or guardian must complete an on-line form, sign it and return to the district. The district then verifies the information and ensures that it is accurate and that the person submitting the form has a legal right to

the information. Once that is complete, a unique username and password will be mailed to the parent/guardian. Those credentials will be required to gain access to the system and will only provide access to the students for which that parent/guardian has the right to view. For further protection, the system creates a log record each time it is accessed. This shows who accessed it, when, and what was accessed. This information is readily available to the parent/guardian each time he or she logs in. Any discrepancies should be reported to the district technology department immediately.

STUDENT SUPPORT TEAM

The Student Support Team (SST) model is a problem-solving process that involves teachers and parents working together to help students who need support. The problem solving team consists of a child's parent and school staff. The problem solving process looks at teaching methods, materials, the learning environment, and the behavioral and learning needs of the student.

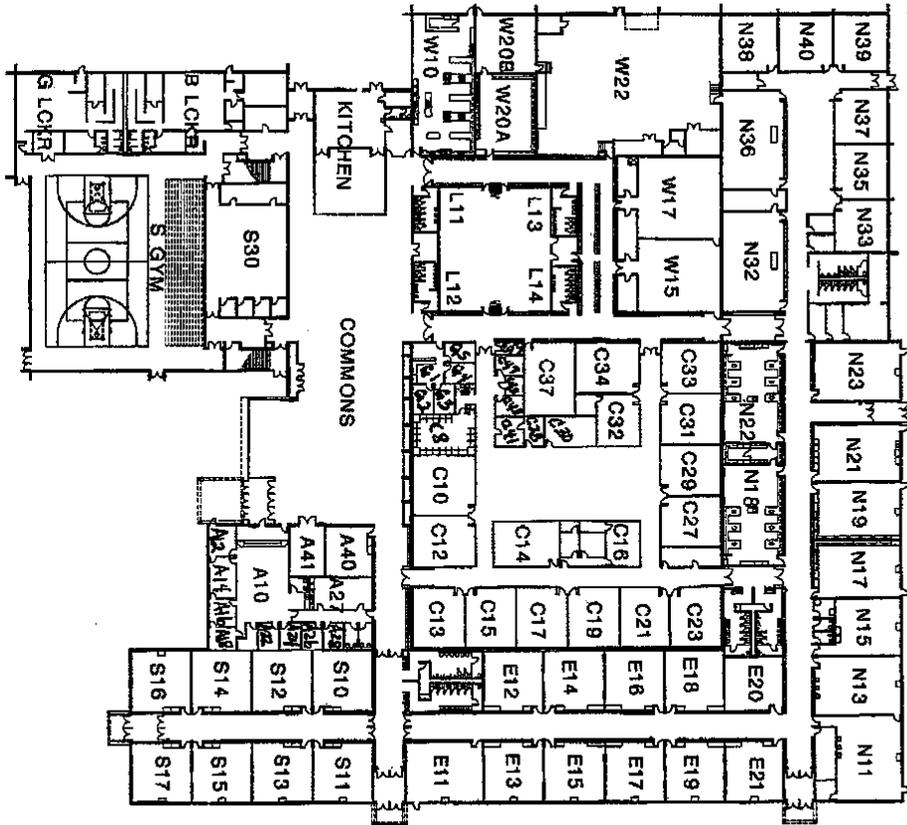
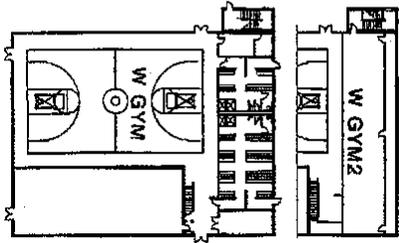


The problem solving process begins when a parent or a member of the school staff has a concern about student academic progress or behavior. Parent, student (if appropriate), and school staff discuss what strategies can be used in the classroom. If additional help is needed, the school principal or other support staff will be made aware of this need, and a team meeting will be set up to talk about the concern.

At the initial SST meeting, the student's strengths will be discussed (Step 1. Identify Student's Strengths), so that these can be encouraged and built upon. Questions will be asked to more clearly define the problem and to determine what the expectations are for the student (Step 2. Define the Problem in Concise Behavioral Terms). Since knowing the cause of a problem helps with effective solutions, the team discusses possible causes (Step 3. Hypothesize Reasons for Problem). The SST process focuses on data, so a way to measure progress in the problem area is devised (Step 4. Determine a Method of Data Collection). Data can then be collected before the entire team meets.

When the whole Student Support Team meets, the baseline data that was collected is reviewed, so that a goal for improvement can be set (Step 5. Identify Measurable Goal). The team then discusses possible strategies and interventions to use to make a positive difference in the area needing support (Step 6. Create Interventions). Some examples of interventions are using different teaching strategies, modifying classroom materials, or teaching social skills using a reward system.

After the interventions have been put into place, the team meets again to review the data showing the student's progress (Step 7. Evaluate the Effectiveness of Interventions). This will direct the problem solving team in determining the future plans to provide the student with the needed supports.



This handbook represents the most up-to-date information available at the time of publishing and may be amended during the year without notice. It should not be assumed that this handbook is all inclusive as to cover every situation. (These policies are in addition to Board Policy). Situations arising that are not contained herein will be covered by Board Policy, State statues/Illinois School Code, or Administrative Policy. School administration and staff may have to make decisions (not mentioned in this handbook) to maintain an adequate learning environment. Any decisions rendered will be made in the best interest of all students.



MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5

**DISTRICT HANDBOOK
2016-2017**

**MANTENO COMMUNITY UNIT SCHOOL DISTRICT No. 5
DISTRICT HANDBOOK
2016-17**

Mission Statement

The mission of the Manteno Community Unit School District No. 5 is to provide all students with a safe environment for quality life-long educational experiences. These experiences shall nurture one's academic, social, emotional and physical needs, enabling them to be productive members of society.

Introductory Information & General Notices

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.manteno5.org> or at the District Office.

Board of Education

Mark Stauffenberg, President
Gale Dodge, Vice-President
Patrick Mallaney, Secretary
Elizabeth Hofmeister, Member
Matt Jackson, Member
Louann Murray, Member
Mary Schubert, Member

District Office

Phone: 815-928-7000
Fax: 815-468-6439
84 North Oak Street
Manteno, IL 60950

Superintendent, Lisa Harrod – lharrod@manteno5.org
Director of Curriculum and Assessment, Cathy Creek – ccreek@manteno5.org
Assistant Director of Curriculum, Tricia Weber – tweber@manteno5.org
Assistant Director of Curriculum, Jamie Finkelstein – jfinkelstein@manteno5.org
Transportation Director, Ryan Diedrich – rdiedrich@manteno5.org

Student Support Services

Phone: 815-928-7005
Fax: 815-928-7251
250 North Poplar
Manteno, IL 60950
Director, Andy Furbee – afurbee@manteno5.org
Special Education Coordinator, Erin Ruff – eruff@manteno5.org

Elementary School

Phone: 815-928-7250 (Preschool-1st Grade)
Fax: 815-468-3030 (Preschool-1st Grade)
Phone: 815-928-7200 (2nd-4th Grade)
Fax: 815-928-7299 (2nd-4th Grade)
555 West Cook Street
Manteno, IL 60950

Middle School

Phone: 815-928-7150
Fax: 815-468-8082
250 North Poplar
Manteno, IL 60950

High School

Phone: 815-928-7100
Fax: 815-468-2344
443 North Maple Street
Manteno, IL 60950

Equal Opportunity and Sex Equity

Board Policy 7:10, 2:260

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.

Ethic Act's Gift Ban Policy

[Board Policy 2:105](#)

No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses and immediate family members that may live with a Board member or employee.

Insurance

The school has purchased student accident insurance coverage on your child's behalf. This program provides coverage for your child for any injuries incurred while participated in any school sponsored and/or supervised activity, including athletics. Aside from school sponsored coverage that the district has provided on your student's behalf, dental accident coverage and also 24 hour coverage that provides protection during vacations and weekends is offered to you should you elect to purchase additional coverage. **Please note that the school district does NOT carry insurance on any personal property that is brought to school such as clothing, band instruments, personal electronic devices and other items. Students and parents may want to schedule expensive items on their homeowner insurance policy.**

Requirements for Students New to the District

All students must register for school each year on the dates and at the place designated by the Superintendent. Students enrolling in the District for the first time must present:

1. A certified copy of his/her birth certificate or other reliable proof of identity and age.
2. Proof of residence, as required by [Board Policy 7:60](#).
3. Proof of disease immunization or detection and the required physical examination, as required by State law and [Board Policy 7:100](#).

Animals on School Property

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

School Volunteers

Board Policy 6:250

The District appreciates the efforts of all our school volunteers. For the safety and security of our students, the following safeguards have been enacted regarding building volunteers.

- All volunteers must go through volunteer training. Issues covered in the training include student confidentiality, acceptable behaviors, and other volunteer opportunities. Training will be scheduled by the building principals.
- Volunteers who may be working with students while not under the direct supervision of the classroom teacher (examples: field trip chaperones, reading helpers, recess supervisors) will be **required** to submit to a criminal background investigation prior to working with the students.
- There may be a fee associated with the processing of the background check.

Skylert Notification System

The District uses Skylert to make notifications to parents and guardians via telephone, SMS (text messaging) and email. Notifications include emergencies such as school closings, attendance alerts that your student is not in attendance, food service alerts that your child has a negative balance and general notifications about cancelled practices, upcoming events, etc. Custodial parents/guardians are able to change or add additional contact phone numbers, SMS numbers and e-mail as well as to select which types of notifications to receive using the Family Access website.

Video and Audio Monitoring System

Board Policy 4:110

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

Board Policy 8:70

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 principal 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.

Students with Food Allergies

Board Policy 7:285

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 principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan 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.

Care of Students with Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize 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 Building Principal.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged 3 days in advance with the classroom teacher using the pre-approval form located on the School and District website. All treats and snacks must be 200 calories or less per serving, store bought, and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Parents should check with teacher for special diet considerations.

School and District Report Cards

The School and District Report Cards are available on our website at <http://manteno5.org>. A printed copy of the report will be sent to parents upon request, and parents may phone (815) 928-7000 to request printed copies of the report card.

Attendance, Promotion & Graduation

Attendance

Board Policy 7:70

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

Board Policy 7:70

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 reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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 by 9:00 AM daily, call the 24-hour hotline, or use Skyward Family Access to report online.

Hotline Numbers

- Elementary School - Preschool – 1st Grade (928-7250)
- Elementary School – 2nd - 4th Grades (928-7200)
- Middle School (928-7150)
- High School (928-7100)

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 and dated 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.

A student must produce a doctor's note after five consecutive days of absence. If the school nurse sends a student home, that day's absence will be counted as a medical note.

After the 8th accumulative day of absence, a physician's note is required to receive an excused absence. If a student presents a court subpoena, that absence will not be counted against the allotted 8 days.

Home and Hospital Instruction

Board Policy 6:150

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Student Support Services Office (815) 928-7005.

Suicide and Depression Awareness and Prevention

Board Policy 7:290

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Release Time for Religious Instruction & Observance

Board Policy 7:80

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence.

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. (105 ILCS 5/26-2b)

Truancy

Board Policy 7:70

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00 (The School Code, Section 26-2a).

Grading & Promotion

Board Policy 6:280

Electronic report cards are available in Skyward on a quarterly basis. Printed copies can be requested at registration or by contacting the school office. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Participation in Graduation/ Promotion

Participation in High School Graduation and 8th Grade Promotion ceremonies is a privilege, not a right. It is afforded to those students who are in good standing with respect to academics, behavior and payment of fees.

Student Fees and Meal Costs

Fees, Fines & Charges; Waiver of Student Fees

Board Policy 4:110, 4:140, 4:140-E1, 4:140-E2

Notification

At the beginning of each school year the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other

information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website, all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Waiver of Student Fees

[Board Policies 4:140, 4:140-E1, 4:140-E2](#)

It is the policy of the Manteno School Board to charge a fee for the use of textbooks and consumable materials. The Board may also establish a fee for some extracurricular activities. All fees must be paid in the school office or by Family Access at <http://www.manteno5.org>. Teachers will not handle school fees. Students will be expected to pay for any willful damage to school property or for loss of school books.

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. However, these students are not exempt from participation fees, charges for lost and damaged books, materials, supplies, and equipment.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment, and/or damage to school property.

An authorized school representative will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. An authorized school representative's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the school's authorized representative.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee on an application form available from the Building Principal. 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 principal 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.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

Within 30 days, the building principal 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 principal.

Transportation

Bus Transportation

[Board Policies 4:110, 7:220](#)

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school.

All students who ride buses are under the supervision of the bus driver and are subject to the same regulations, which govern other school situations. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. **Video and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.**

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

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

School Bus Safety Rules

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

For questions regarding school transportation issues, contact the Transportation Coordinator.

Transportation Reimbursement Eligibility and Dispute Resolution [Board Policy 4:110](#)

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at the current IRS reimbursable mileage rate.

If you can answer yes to the following questions for the 2016-17 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live $\frac{1}{2}$ miles or more from school or live less than $1\frac{1}{2}$ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?

- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2016, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2016

In addition, parent(s)/guardian(s) who have pupils living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside. All applications for Determination of Serious Safety Hazards must be received no later than February 1 each year, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information, which is valid for four years.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated. If you have any questions, please call or come to the school.

Health and Safety

Immunization, Health, Eye & Dental Examination

Board Policy 7:100

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received 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.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "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 shall have 30 days following registration to comply with the health examination and immunization regulations. 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 an Illinois public school for the first time must present proof before October 15 of the current school year of an eye examination performed by an optometrist or an ophthalmologist 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) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision Screenings

Basic vision screenings are done for students in Pre-School, Kindergarten, Second, Third, Eighth grades and children with Individual Educational Plans on a yearly basis. The basic vision screening does not replace the mandated vision examination by an optometrist or ophthalmologist.

Dental Examination

All children entering Kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Board Policy 7:270, 7:270-E

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a *School Medication Authorization Form*.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. Students in Early Childhood through 3rd grades are requested to keep their inhalers in the health offices to assure appropriate use and the need of their inhalers.

Safety Drill Procedures

Board Policy 4:170

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Communicable Disease

Board Policy 7:280

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Common Acute Illnesses

These are the most common illnesses in school aged children that keep a child from attending school.

Fever – please keep your child home for 24 hours after the fever breaks. Your child may develop a fever while at school as well.

Impetigo – pink scaly, blistering rash that occurs mainly around the nose and mouth. Antibiotic treatment for 24 hours is needed before returning to school.

Influenza A, B, H1N1 – symptoms include fever, dry cough, body aches, sore throat. Student may not return to school until fever free for 24 hours. A doctor's note is expected.

Pink Eye – pink, draining eye with itching and burning that needs antibiotic treatment. The student may return to school after 24 hours of treatment

Ringworm – flat, red, scaly rash that needs anti-fungal treatment for 24 hours before returning to school. The rash must be completely covered while in school.

Stomach Flu – symptoms include nausea, vomiting and/or diarrhea. Student should stay home until vomiting and diarrhea have ceased.

Strep Throat – is a bacterial throat infection that needs 24 hours of antibiotic treatment before returning to school.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Curriculum Content

[Board Policy 6:60](#)

The curriculum shall contain instruction on subjects required by State statute or regulation. Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. Comprehensive health education, instruction in recognizing and avoiding sexual abuse and abduction, and Internet safety are included.

Alternative Learning Opportunities – (Grades 4-12)

Manteno School District, through the Regional Office of Education, participates in the Attendance Assistance Program in an attempt to improve attendance. Excessive absence or tardiness may result in a student being referred to this program. The Administration has the right of educational placement. Students with severe problems in the area of attendance, discipline, and grades may be placed in an alternative education program. Parents should contact the Building Principal if there are any questions pertaining to the aforementioned programs.

Discipline and Conduct

General Building Conduct School Dress Code & Student Appearance

[Board Policy 7:160](#)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

See each individual Building Handbook for specific building level dress codes. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If there is any doubt about dress and appearance, the building principal will make the final decision.

Student Discipline

[Board Policy 7:190](#)

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or "look alike," 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.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smart phone, video recording device, personal digital assistant (PDA), notebook/netbook, portable video games, 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 is prohibited. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Inappropriate or unapproved use may result in the device(s) being confiscated and loss of the privilege to such a device. The District is not responsible for any loss or damage to such device.
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.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, hazing, and trespassing.
16. 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.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
19. 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.

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.

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.

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

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

Suspension and Expulsion Procedures

Information on about suspension and expulsion procedures, with due process requirements is available in [Board Policies 7:200 and 7:210](#).

No school district is required to admit a new student who is transferring from an in-state/out-of-state public or private school, which is suspended or expelled for any reason. The student must complete the entire term of the suspension or expulsion before being admitted into the school district. Placement of such a child in an alternative school program may be required under the direction of a child's IEP. (105 ILCS 5/2-3.13a)

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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:

(1) A firearm. For the purposes of this Section, "firearm" means 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

"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; or (2) commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (3) 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: (a) soliciting others for membership in any gangs; (b) request any person to pay protection or otherwise intimidate, harass or threaten any person; (c) commit any other illegal act or other violation of district policies, (d) or incite other students to act with physical violence upon any other person.

Preventing Bullying, Intimidation, & Harassment

[Board Policy 7:20, 7:180, 7:190, 2:260](#)

Bullying includes a pattern of behavior that is repeated over time against the same person(s) with a noted power differential.

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers

Cathy Creek
District Office
(815) 928-7024
ccreek@manteno5.org

Matthew Glenn
Elementary School
(815) 928-7201
mglenn@manteno5.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Aggressive Behavior Reporting Letter and Form

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

Field Trips

Board Policy 6:240

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Internet Technology & Publications

Internet Acceptable Use

Board Policy 6:235

Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access before being granted unsupervised access. Please read this document carefully before signing.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. **The signatures on the *Authorization for Electronic Network Access* page are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;

- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization for Electronic Network Access*.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization for Electronic Network Access*, and otherwise follow this *Authorization for Electronic Network Access*. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization for Electronic Network Access*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (i).

Enhances Education Through Technology, 20 U.S.C §6751 et seq.

720 ILCS 135/0.01.

Access to Student Social Networking Passwords & Websites

Board Policy 7:140, 7:190-E1

The school district will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, school authorities 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 authorities to make a factual determination.

School Sponsored & Non-School Sponsored

Board Policy 7:310

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Search and Seizure

[Board Policy 7:140](#)

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 principal 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.

When feasible the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Athletics and Extra-curricular Activities [6-HS]

Athletic Rules & Code of Conduct [6-HS]

[Board Policy 7:140](#)

The *Code of Conduct* applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this *Code of Conduct*.

IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this *Code of Conduct*. In a case of a conflict between IHSA [or] IESA and this *Code of Conduct*, the most stringent rule will be enforced.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Student Athlete Concussions and Head Injuries

[Board Policy 7:305](#)

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

Special Education

Education of Children with Disabilities

[Board Policy 6:120](#)

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.

Inquiries regarding identification, assessment and placement of children in our District or not in are District should be directed to:

Director of Special Education
250 N. Poplar
Manteno, IL 60950

Behavioral Intervention Policy for Students with Disabilities having an active Individual Education Plan (IEP)

Board Policy 7:230

Manteno CUSD No. 5 shall maintain a Behavioral Intervention Committee to implement the District's policy on use of behavior intervention. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 64777-001. The Behavioral Intervention Committee reviews this policy annually. The Behavioral Intervention Policy addresses disciplinary procedures related to the specific needs of children with disabilities.

Discipline of Children with Disabilities

Board Policy 7:230

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

Exemption from PE Requirement [3-HS]

Board Policy 6:310

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Certificate of High School Completion [HS]

Board Policy 6:300

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Access to Classroom for Special Education Observation or Evaluation

Board Policy 6:120, 6:120 E1

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 principal.

Student Records & Privacy

Student Privacy Protections

Board Policy 7:15, 7:15 E

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in [Board Policy 6:10, Educational Philosophy and Objectives](#), or assist students' career choices, and/or are required by school code or law. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Records

[Board Policy 7:340](#)

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's

academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Notice to Parents/Guardians and Students of Their Rights Concerning Student's School Records
[Board Policy 7:340-E1](#)

This notification may be distributed by any means likely to reach the parents/guardians.

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place,
- gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and
- scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

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

All information not required to be kept in the student permanent record is kept in the student temporary record.

Temporary records must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm
- to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6),
- including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The temporary record may include:

- Family background information
- Intelligence test scores, group and individual Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and
- academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received

- Teacher anecdotal records
 - Other disciplinary information
 - Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education
 - placement hearings and appeals
 - Verified reports or information from non-educational persons, agencies, or organizations
 - Verified information of clear relevance to the student's education
- The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

See [Board Policy 7:340-E1](#) for a list and explanation of these rights

Military Recruiter & Institution of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

STUDENT RIGHTS

Sexual Harassment & Teen Dating Violence Prohibited

[Board Policies 7:10](#) and [7:20](#)

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Grievance Procedure

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using [Board policy 2:260](#).

Students who believe they are victims of sexual harassment, teen dating violence or discrimination or have witnessed sexual harassment, or illegal discrimination are encouraged to discuss the matter with the Student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students 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.

Nondiscrimination Coordinator:

Cathy Creek
District Office
(815) 928-7024
ccreek@manteno5.org

Complaint Managers:

Cathy Creek
District Office
(815) 928-7024
ccreek@manteno5.org

Matthew Glenn
Elementary School
(815) 928-7204
mglenn@manteno5.org

Parental Right Notifications

Teacher Qualifications
Board Policy 5:190, 5:190-E1

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessional provide services to your child and, if so, their qualification

If you would like to receive any of this information, please contact the school office.

Homeless Child's Right to Education

Board Policy 6:140

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For Assistance and support for homeless families contact the Homeless Liaison:
R.J. Haines at 815-928-7107

Sex Education Instruction

Board Policy 6:60-E

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Instructional Material

Upon request, a parent may inspect any instructional material (as defined in [Board Policy 7:15](#)) used as part of the educational curriculum for his or her child.

Instruction on Abduction and Sexual Abuse

The schools will provide instruction, study and discussion of effective methods by which students may recognize the danger of and avoid abduction. Every school maintaining grades K-8 shall provide for such grades, instruction, study, and discussion of effective methods for prevention and avoidance of drug and substance abuse.

No pupil in grades K-8 shall be required to take or participate in any class or course providing instruction in recognizing and avoiding sexual abuse if the parent or guardian of the pupil submits written objection and refusal participation in such class or course. The failure to participate in such class after a written objection has been submitted shall not be reason for failing, suspending or expelling the student. The schools will provide written notice to the parents or guardians of students 5 days before beginning classes. The instruction may be provided by an outside agency.

Parent Involvement Compact (Title 1)

[Board Policy 6:170](#)

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

English Language Learners

[Board Policy 6:160](#)

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact: Assistant Director of Curriculum at 815-928-7029.

School Visitation Rights

[Board Policy 8:95-E1, 8:95-E2](#)

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

Pesticide Application Notice

[Board Policy 4:162](#)

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

The District Office
84 N. Oak Street
Manteno, IL 60950
(815) 928-7000

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Asbestos

Notice of Availability of Asbestos Management Plan - We are required to advise you on an annual basis there are asbestos-containing materials located within our Middle and High School buildings. The District, as noted in the past, is managing these materials in place. The asbestos containing materials are maintained in accordance with the Environmental Protection Agency's "Asbestos Hazardous Emergency response Act" and the Illinois Department of Public Health's regulations. These materials are checked every six months by a licensed asbestos inspector to insure there are no changes in their condition. Should you have any questions regarding the asbestos located in our school, the asbestos management plan is available in the school office for your review, or you may contact the Director of Buildings and Maintenance.

Mandated Reporter

Board Policy 5:90

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

Unsafe School-Transfer

Board Policy 4:170

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

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 principal'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.

Violent Offender Community Notification

Board Policy 4:170-E6

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/>.

ADOPTED: May 24, 2016