

MANTENO COMMUNITY UNIT DISTRICT No. 5

District Handbook

2017-18



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.

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**MANTENO COMMUNITY UNIT SCHOOL DISTRICT No. 5
DISTRICT HANDBOOK
2017-18**

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 – llharrod@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: 815-928-7200
Fax: 815-928-7299
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 your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

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

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 125/1 et 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 2017-18 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 $\frac{1}{2}$ 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 (l).

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
815-928-7005

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

Manteno Middle School Handbook 2017-2018

To search this document, press Ctrl-F

Manteno Middle School
250 North Poplar Street
Manteno, IL 60950
(815) 928-7150

<http://www.manteno5.org/mms>

Please review the handbook and discuss its contents with your children. If you would like to obtain a printed copy of the handbook, please contact the school office.

The current school calendar is available on the District website at www.manteno5.org.

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General Information

Welcome

Welcome to Manteno Middle School! We are committed to making the experience of our students the best one possible. To that end, we pledge to make each day full of the most challenging and stimulating learning experiences we can. **We also believe that all students are capable of success in the classroom when they bring a positive and cooperative attitude with them each day.** We look for the good in all our students, but our students are also responsible for their actions.

In the event of any questions, please contact the school office at (815) 928-7150.

Skyward 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. Manteno Middle School makes extensive use of this tool in communicating with our students and families. With this system, parent(s)/guardian(s) may access student attendance, assignments, student schedules, food service accounts, grading, student contact information, fees, health information, and absence notifications. Parents may sign-up in the school office.

Communication / Grievance Procedure

Please follow the established communication procedure (the "chain of concern") when you have a school-related question or concern:

1. The teacher or sponsor directly involved should be contacted first.
2. If the problem is not resolved, then and only then, should the principal become involved.
3. If the problem is not resolved, the parent then has the option of going to the Superintendent and finally the Board of Education.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must sign-in using the new electronic ID system. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign-out of the electronic ID system before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. Visitors should identify themselves and inform office personnel of their reason for being at school. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

MMS School Song

Go You Panthers
Let's Have a Victory!
Come On and Fight You Panthers
You're As Good As Good Can Be!
So Now Let's Win You Panthers
We Know That You're the Best!
For the White and Purple Banner Over MMS!

Student Attendance

Arrival and Departure

Students report to classes at 8:05 AM and are dismissed at 2:55 PM. Students should arrive between 7:50-8:00 AM, but the doors will open at 7:35 am for bus riders. Students should clear the building by 3:10 PM. All students are required to sign in and sign out when entering and/or leaving the building during the school day. **Please note: the building will not open until 7:35 am.**

Absence from School

We suggest that every time a student is absent due to a situation that they were under medical care (doctor, dentist, orthodontist, etc.), a doctor's note is presented to the school within one week so it doesn't count against their 8 days.

In most cases, you will not need homework requests, because teachers are posting their weekly assignments in Course Learning Center in Skyward. If your child is ill, only request make-up work during the absence if you child will actually complete the work. If you need to request your absent student's homework, we must receive the request by 9:00 AM each day. Only request homework if the student will actually finish the work. Requested homework will be available for pickup between 3:00 and 4:00 PM daily. Requests received after 9:00 AM are filled the following day.

Students with planned advance absences will need a pre-arranged absence form from the office. Students are responsible for collecting and completing all homework prior to their return (see section on "academic issues"). Any student who has exceeded their eight-day limit are unexcused starting in the eighth day, whether or not the absence was "pre-arranged".

Full Day Attendance Requirement

The State mandates that students, to be considered present for a full day, be in an educational setting for 300 minutes. If a student is present for less than 300 minutes but a minimum of 150 minutes, that student will be considered present for ½ day. Since state funding connects with this requirement, we encourage all students to attend full days whenever possible.

Absences and After School Activities

Students that are absent from school on any given day may not be admitted to any after school activities, including dances, banquets, and sporting events. The only exceptions must be approved in advance by the principal.

All students absent from school for more than one-half of the school day (150 Minutes -- attend school until 10:41 or arrive to school by 12:12) of an activity, is ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach or admin-

istration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Leaving Early

To insure the safety of students leaving early, parent / guardian, or their designee must report to the office and sign the student out. Students will NOT be called out of class until the person picking the student up has arrived in the office. If someone besides the parent/guardian will be picking up the student, a note from the parent/guardian will be required for the student to be released to that person. Students who become ill at school will be allowed to go home ONLY after parents or an emergency contact has been notified.

Tardy Policy

If a student is tardy in the morning but has a written excuse for "valid cause" or is late because of district transportation trouble, he/she will not be penalized. This is considered an "excused tardy". Any other tardy shall be considered "unexcused". Students who arrive late to school must report directly to the office and obtain a tardy slip. Four unexcused tardies per semester shall result in a detention. Chronic tardiness will result in more severe discipline procedures, such as Saturday detentions.

Telephone Messages and Emergency Phone Calls

Parent(s)/guardians(s) sometimes need to communicate with their children during school hours. Except in the case of rare emergencies, students will not be called to the telephone. The office secretaries will only deliver IMPORTANT messages to the students. To avoid confusion or misunderstanding and to insure students will receive private messages, we encourage that parent(s)/guardian(s) deliver written messages to the office for delivery to their children. After-school messages are restricted to emergency only, although we cannot guarantee delivery of a message for phone calls after 2:00 pm. Students in emergency situations may use the office or classroom phones with permission. **Students may not use their own cell phones and/or smart watches to make or accept calls or messages during the school day.**

Health and Safety

Injury or Sudden Illness to Students or Staff

If a student becomes seriously ill or injured during school, he or she must report to the office. Parents or emergency contacts will be called. If a staff member becomes ill, students are to contact the nearest school staff member for immediate assistance or call 911.

Protective Eyewear

Protective eyewear devices shall be required to be worn by all students, teachers and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids. If you have any questions, ask the teacher immediately.

Art Class Clothing Protection

Students are encouraged to bring a “painting shirt” or other protective garments to protect their clothing from damage of art class materials.

Academics and Curriculum

School Report Cards

Manteno CUSD No. 5 provides access to our School Report Card at <https://illinois.5-essentials.org>. A printed copy of the report card will be sent to parents upon request by phoning (815) 928-7000.

Student Report Cards

Student report cards will be posted on Skyward Family Access. Parents wishing a printed copy of the report card may come into the school office to request a printed copy.

Grading Scale

Grades of A, B, C, and D are passing, while an F is failing. The grading scale follows a traditional 90 – 80 – 70 – 60 scale that follows mathematical rounding:

- A = 100.00% - 89.50%
- B = 89.49% - 79.50%
- C = 79.49% - 69.50%
- D = 69.49% – 59.50%
- F = 59.49% – 0%

Grade Point Average Calculation

Occasionally, students need a Grade Point Average (GPA) for a scholarship application. We calculate GPA based on all subjects on the report card for which a letter grade is given. Point totals are A=5, B=4, C=3, D=2, F=1. Classes are weighted based on the instructional time per course (core math class = 1.0, related arts courses are .167 per class per term, etc.) Contact the school counselor for information.

Final Grade Calculation

Final grades are calculated in the following manner:

1. The grade in each quarter is equally weighted
2. The final is calculated by averaging the letter grade from each quarter using the following point totals: A=5, B=4, C=3, D=2, F=1
3. Use the following scale when calculating the final grade:
 - a. A = 5.00-4.50
 - b. B = 4.49-3.50
 - c. C = 3.49-2.50
 - d. D = 2.49 -1.50
 - e. F = 1.49-1.00
4. Incomplete grades cannot be issued a final grade until the incomplete is cleared. After the term has ended, incomplete final grades may be issued the grade available based work submitted, including a failing grade.

Retention / Social Promotion

At Manteno Middle School, students who receive two or more failing final grades for the year in core subjects may be recommended for retention. Final grades will be determined by averaging the four-quarter grades a student received for that core subject. To avoid retention, the student may attend an approved summer school program or complete another individual remediation plan approved by the administration. Retention decisions are based on quantitative measures supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment.

Daily Classwork Posting

Manteno Middle School believes that students learn best when parents are active partners in their child's learning. To help parents locate and access their child's assignments and class work, MMS teachers will use Skyward's **Course Learning Center** as a uniform and consistent procedure for posting daily assignments for all courses. Think of this as your "classroom learning calendar". This provides a single portal for all students and parents to locate important class information. This also prepares students for the kinds of online learning management they will experience in college.

Classwork and Assignments

Some classwork is completed at home to help students practice what they have learned in the classroom. Homework is teacher assigned educational/academic tasks to be completed outside of the regular classroom setting. These assignments may be graded as to the quality of the work completed and/or as compliance/completion effort.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework shall be reasonable, practice-based, and shall not exclusively determine whether or not a child passes or fails a course. Assessments will be the primary source to determine academic progress. As a result, "extra credit" shall not be offered. Parents are encouraged to communicate with their child's teacher regarding the homework load.

Students are responsible for completing all assignments to the best of their abilities. Student achievement increases when students are engaged in meaningful enrichment and extra practice. We expect all students to submit their assignments on-time at the due date established by the teacher:

- For maximum effectiveness, assignments shall be completed prior to the assessments. **Assignments submitted following the assessment shall be lowered by one letter grade (10%), but must be submitted within one week following the assessment.**
- Students who fail to complete their assignments on time shall complete the work. These students might be removed from classes, work in the office before or after school at work sessions, or at lunch, or attend a Saturday morning work session to complete the work.
- Students who chose to retake an assessment shall complete all assignments prior to the retake and complete an Extended Learning Contract agreed to by their teacher and signed by their parent.
- For quarterly reporting, school-wide cutoff dates shall be followed for teachers to evaluate student assignments. If assignments or assessments are not submitted by these due dates, the report card may indicate that insufficient evidence exists to make fair evaluation of student performance of major expectations. In this case, no credit may be granted until work is submitted and students may fail a course based on insufficient evidence.

Under special circumstances, teachers may use their professional judgment and discretion to meet individual students' needs. Teachers will make multiple attempts to intervene and communicate with the students and/or parents about incomplete work. In addition, students may be assigned academic detentions, afterschool work sessions, and Saturday detentions, or other appropriate consequences, for chronic late work.

Types of Classwork

All classwork may be assessed (graded) for either completion of the assignment (such as in preparation or some practice homework) and/or for the quality of the work (such as some practice and extension homework). This depends on the intent of the homework as determined by the teacher.

- 1) **Preparation Classwork** – This type of homework helps to prepare students for upcoming lessons or units of study. Examples may include pre-tests of knowledge, vocabulary development, pre-reading assignments and/or review of previous learned skills/concepts.
- 2) **Practice Classwork** – This type of homework allows students to use newly acquired skills/concepts to demonstrate/assess to themselves, parents and their teacher, their understanding of the skills/concepts. Examples may include worksheets, series of specific problems, end of chapter questions and drafts of reports or projects.
- 3) **Extension Classwork** – This type of homework demonstrates/assesses what skills/concepts students have mastered, to themselves, parents and teachers. Extension homework may also allow the student to further develop skills/concepts beyond what is required by the teacher/class curriculum. Examples may include take home test, projects, alternative assignments/assessments, final papers/reports and problems of the month.

Purpose of Classwork at Home

Research demonstrates that classwork at home is a valuable tool in the educational process for several reasons:

- Gives the students constructive and timely feedback on their grasp of skills and concepts taught in class.
- Gives teachers feedback on individual and whole group understanding of those skills and concepts being taught.
- Helps prepare students for future classroom activities.
- Allows students to practice/reinforce acquired skills and concepts.

- Allows students to gain knowledge and/or develop skills not covered in class.
- Allows students to apply skills/concepts learned through extension activities.
- Allows parents to be involved and informed regarding classroom activities, curriculum and the educational partnership needed for students to succeed.

Parent Guidelines for Classwork

Parents play an important role in assisting their children with classwork. The following are suggested guidelines for parents to assist their child in this area:

- Parents need to be available - at some point after school to be able to clarify, explain and problem solve with their child.
- Parents should assist their child in setting up an environment (place, time, time management, needed materials, distraction free area to work and routines) conducive to completing homework.
- Parents need to know resources available to them and their child to assist them in completing the homework. (Homework On-line, parental grade access on-line, textbooks on-line, on-line homework assistance web sites)
- Be aware and review the school, grade level and/or subject area homework expectations.
- Support the use of and how to use agenda and/or assignment notebooks as a way to organize homework and assist with time management.

And lastly, two of the most important guidelines:

- Be supportive of the use of homework as an instructional tool and a necessary part of the learning process and academic success.
- Allow your child to do the work, be a guide for them, but children should turn in their own work.

Academic Dishonesty

Students are expected to complete their own original work. Therefore, credit will only be assigned to those students who submit their own original work. Academic dishonesty is defined as, but not limited to, the following:

- Plagiarism (using another person's ideas, expressions, or writings as one's own)
Students who plagiarize others material shall redo the assignment with the possibility of full credit on the assignment and will be subjected to one or more of the following consequences.
1st offense: Teacher detention and recomplete the assignment
2nd offense: Academic detention and recomplete the assignment
3rd offense: 2 hour Saturday detention
- Cheating including but not limited to:
 - Cheat sheets for tests or quizzes.
 - Copying another person's work and turning it in as their own work.
 - Using notes or technology without permission and turning it in as their own work.
 - Telling other students what's on tests or quizzes.
 - Allowing others to copy their own work.
 - Completing an assignment for another student.

Students who are academically dishonest will be subjected to one or more of the following consequences:

- Students shall redo the assignment and receive the following consequence:
 - 1st offense: Office issued detention and recomplete the assignment
 - 2nd offense: 2-hour Saturday detention and parent contact

- 3rd offense: administration discretion, including suspension
- Conference with parent(s), student, teacher(s), and or administrator.
- Potential loss of credit (partial or whole) for the work.

Absent / Make-Up Work

Students have as many days to make up all work as days that they were absent from school. For pre-arranged absences, students are expected to return to school with all work completed. Daily assignments not turned in on the first day of the student's return will not be accepted and no credit will be given. Tests and projects may be taken or turned-in within five school days of the return date. Students are required to make up all of the work missed during an unexcused absence following the homework policy (see below). **In most cases, you will not need homework requests, because teachers are posting their weekly assignments in Course Learning Center in Skyward. If your child is ill, only request make-up work during the absence if you child will actually complete the work.**

Agendas

Students must carry their student agenda with them at all times except lunch. Lost or damaged agendas may be replaced for \$5. These agendas are used for hall passes and assignment notebooks. Vandalized or defaced agendas must be replaced with a new one. Teachers may monitor students' agendas.

AIMSweb and Other Assessments

AIMSweb is a web-based program that organizes assessment data and prepares data analysis reports for our students. We use AIMSweb to track the progress of our students' reading fluency, reading comprehension, math computation, and math concepts/applications. All students are tested three times each year. Students receiving RtI interventions are tested more frequently. Each area is measured by a short assessment given to students. The tests are given to identify students who need extra support, to determine the strength of our school's core curriculum, and to track and monitor each child's progress. ***Our goal is to share the test results with parents/guardians in a timely manner. You should receive AIMSweb score reports three times each year – fall, winter, and spring.*** AIMSweb assessments, as well as PARCC results and other assessments, are administered throughout the year and are used to make placement decisions about your child's classes at middle school and in high school.

Physical Education

Physical education, health, and fitness are required classes. Students in grades 6-8 are required to wear a PE uniform sold by the teachers on the first days of the course for \$30. Students who do not dress may have their grade lowered, complete an academic PE assignment, and/or complete the assigned disciplinary action(s). Parents shall be notified by the teacher if students are not dressing. Fifth grade students will not dress for physical education classes, but they will be required to keep and wear gym shoes.

A written note from a parent/guardian will excuse a student from physical education for up to three days. For more than three days, an excuse must be submitted from a person licensed under the Medical Practice Act. If an excuse is issued from a person licensed under the Medical Practice Act then a release to return to physical activity must also be obtained from a person licensed under the Medical Practice Act. Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

Co-Curricular Music Performances

Students who choose to participate in the music performance groups are required to attend scheduled performances. Future dates for the IESA and the Kan-Will music activities include:

Event	2015-2016
Kan-Will Music Festival	Thursday, October 12, 2017 Mokenca JHS
Solo/Ensemble	December 7, 2017
IESA Organizational Contest	Saturday, April 28, 2018

Attendance at performances outside the school day is required. When two equivalent school activities are in conflict, an authentic performance task may be assigned to replace the missed performance. Students may be asked to complete an alternate assignment as make-up or replacement work.

Students enrolled in band and chorus are expected to continue their participation for the entire year. Exceptions may be approved by the principal in consultation with the instructors, the student, and the student's parents.

Eligibility is checked for IESA interscholastic music events.

Library Services

The school library is dedicated to providing reading and resource materials for students and staff. Students are encouraged to use their student ID cards when checking-out books. Students may borrow up to three books. The checkout period is one month, and overdue fines and damage/replacement fees may be assessed to students. The current rate is 10 cents per school day a book is late.

Parents are encouraged to collaborate with their children about the kinds of books their children choose to read. Visit the on-line card catalog at <http://web.panthernation.net/mslibrary> to assist your child in this selection. Library books with a reading counts quiz are marked with a green dot on the spine. Books that have a "sensitivity issue" have a green film over lower edge of spine label. These books are restricted from 5th grade students unless given written permission by parents (written on the inside cover of the student agenda).

Families who reside within the Manteno School District boundaries are also residents of the Manteno Public Library District. For more information, contact the library at (815) 468-3323 or <http://www.manteno.lib.il.us>. Students may check-out Reading Counts books from either the school or Manteno Public Library and order books from other libraries nationwide through interlibrary loan. Novelist and NovelistPlus are databases that help students identify books at their Lexile level and interest. Textbooks are also on reserve at Manteno Public Library. Computers and internet access are available to students 11 years and older with parent permission.

Reading Counts

Manteno Middle School subscribes to Scholastic Reading Counts. Students take periodic quizzes called the "Scholastic Reading Inventory". The result, known as your child's Lexile level, measures your child's reading ability and helps match students with appropriate books. All books in the middle school library are marked with the Lexile level and point value for that book. Books identified with sensitivity issues by Scholastic are marked with a green tag and are not available for check-out by fifth grade students.

Students receive periodic reading assignments from the teachers. Chosen books must come from the list of quizzes available from "Scholastic Achievement Manager". Students may check the quiz database at www.readingcounts.com. This website also describes the difficulty level of each book, the point

value, any sensitivity concerns, and book summaries. Families are encouraged to use this resource to help their child select appropriate books.

Scholastic GO!

Students may access Scholastic GO!, an on-line encyclopedia and research website. Students have unlimited access to over 120,000 articles and texts, 1100 newspapers, daily news feeds, dictionaries, a thesaurus, research tools for every age and grade level, and much more. Students may access 24/7 from their school Chromebooks or any computer within the district. For access outside the school network, visit <http://go.grolier.com> and utilize the login **mantenoms** and password **read** or contact the librarian for assistance.

Sex Abuse Avoidance Education

Parents will be provided written notice relating to sex abuse education not less than 5 days prior to the training. We partner with KC-CASA to provide annual training for students in grades 5-8.

Student Support Services

Guidance Counselor and Social Worker Access

Manteno Middle School offers guidance and social worker services. Parents and/or students may arrange an appointment to discuss any academic or social problems by contacting the school office.

Student Based Assistance Team

The Student Based Assistance Team (SBAT) is a problem-solving process that follows the Rtl (Response to Intervention) or MTSS (Multi-Tiered System of Supports) model and involves teachers, support staff, administration, and parents working together to help students who need support. The SBAT process looks at teaching methods, student learning styles, materials, the learning environment, and the behavioral and learning needs of the student. Meetings are scheduled to discuss student progress, interventions, data collection, etc.

If a staff member and/or parent have a concern about a student's academic progress or behavior, they contact a member of the SBAT team. The SBAT team member will give them paperwork to begin documentation. Once documentation is complete, an initial meeting will be held. At the initial meeting, strategies for success, interventions, data collection, and student strengths will be discussed and put in place for implementation. Subsequent meetings will be scheduled to review data, student success with the interventions, next steps, etc.

Bus Transportation, Recess, and Cafeteria Expectations

Fifth Grade Recess Expectations

Students participating in 5th grade recess shall demonstrate respectful and responsible behaviors to continue participating in recess. Students who do not demonstrate respectful and responsible behaviors during this time may be removed from recess and not allowed to participate in the activities for that day and future days. Students with missing classwork may be required to complete their work during recess.

Outdoor Recess	Indoor Recess
Rule #1. Be Responsible <ul style="list-style-type: none"> Walk in hall to recess and on sidewalk or grass Stay within boundaries. Use equipment safely and follow game rules. Tag and chasing are prohibited. Football may only be tag football. Tackle football is prohibited. If this activity results in conflict, the activity will become prohibited. 	Rule #1. Be Responsible <ul style="list-style-type: none"> Walk to recess Use classroom materials safely. Tag, chasing and football is prohibited during indoor recess
Rule #2. Be Respectful <ul style="list-style-type: none"> Keep hands, feet, and objects to self. Use polite language and respectful tone of voice. Settle problems by using Problem Solving Chart. Follow all school rules even when adult is not close by. 	Rule #2. Be Respectful <ul style="list-style-type: none"> Keep hands, feet, and objects to self. Use polite language and respectful tone of voice. Settle problems by using Problem Solving Chart. Follow school rules even when the adult is not close by.
Rule #3. Follow Directions of All School Adults.	

Bus Transportation

Expectations	All settings	Before bus pickup	After bus drop-off	On bus
*Be respectful	*to self *to others *to property *use appropriate language	*use only your best behavior while waiting for the bus. *hands & feet to self *use appropriate language	*hands & feet to self *use appropriate language	*be courteous to fellow students and bus driver *stay in assigned seats *hands & feet to self *use appropriate language
*Be responsible	*be prepared *be on time	*be at your bus stop prior to pick up time. The bus could be early	*be on time for boarding the bus to go home *remember to take your personal belongings before exiting the bus	*clean up your area *follow bus rules and directions from the driver
*Be productive	*be organized *be on task	*walk safely to the bus stop * while waiting, stay away from the street and private property *stay away from the bus until the doors open.	*walk away from the bus and proceed safely home *to cross the street, go around the bus crossing arm in front of the bus and wait until driver motions for you to cross	*follow bus rules and directions from the driver *be a good role model with good bus behavior

Lunch Fees and Collection

For 2016-2017, MMS hot lunches cost \$2.35 and milk cartons are \$0.35. Lunch money is collected before school. Students may also bring their check to the serving line and leave it with the cafeteria staff. Parents may also deposit lunch money using a credit card through Family Access. Please pay food

service fees with a separate check from your other school fees. If you have two or more children, include a note which clearly indicates how much money you want in each child's account.

Lunch Debt

Students must have money in their account to eat a hot lunch. Students who have accumulated a lunch debt equal to the cost of 5 hot lunches will be given a cold cheese sandwich and milk and charged \$0.75 instead of a hot lunch until their debt is cleared.

6th-8th grade students may also choose to purchase cash items from the "a la carte line". 5th grade students may not utilize the "a la carte line" program due to Federal lunch guidelines.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays and other lunch items shall be discarded appropriately by following the procedure established by the lunch room supervisors.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade or share food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.
- Students may not use vending machines during school hours.

Student Deliveries and Outside Food/Drink

Students may not place or receive "take-out" food orders, flowers, or other deliveries at school except items brought by their parent. The office is not staffed to manage outside deliveries. **Students will not be called to notify them about lunch deliveries from their parents; students shall be responsible for checking the office prior to lunch for lunches dropped-off by their parents.**

Students may not bring food or beverages into the main gym. Coffee and milk products are not permitted in lockers and classrooms; they should be consumed in the cafeteria. Group pizza orders, intended to be shared with friends during lunch, are not permitted. Students may not trade or share food.

Behavioral Expectations

Positive Behavior Interventions and Supports

EXPECTATIONS	All Settings	Hallways	School Yard	Cafeteria	Gym/Assemblies
*BE RESPECTFUL	*to self *to others *to property	*walk *quiet voices *keep clean *close lockers quietly	*hands, feet to self *use appropriate language	*quiet voices *use manners (please, thank you)	*stay seated *stay in assigned areas for seating *sit quietly *hands and feet to self
*BE RESPONSIBLE	*be prepared *be on time	*close and lock lockers *walk to the right	*keep clean *walk on sidewalks *think safe	*clean up after yourself	*stay in assigned areas *clean up area
*BE PRODUCTIVE	*be organized *be on task	*use time wisely *have pass with you	*follow directions of supervisor	*make wise food choices	*listen to the speaker *respond appropriately

EXPECTATIONS	Before/After School	Restroom	Field Trips	Classrooms
*BE RESPECTFUL	*enter gym at correct time *sit and talk quietly *walk out of building	*use manners *respect property *wash hands	*quiet voices *polite to others	*Be Respectful
*BE RESPONSIBLE	*enter at correct times *clean up areas	*use good personal hygiene	*listen to all directions *stay in group	*Be Responsible
*BE PRODUCTIVE	*come to school prepared *leave prepared	*choose proper time to use restroom	*be attentive *be neat and clean *complete task	*Be Productive

Restorative Justice

Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. These principles are based on practices that have been used for centuries in throughout various cultures and regions around the world. Restorative justice's three main goals are:

- **Accountability.** Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- **Community safety.** Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- **Competency development.** Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

Our school is piloting several programs in restorative justice, including advisory curriculum, revised Student Action Journals, and embedded social-emotional supports.

District Statement Regarding Student Rights

Students have asked many questions about their rights regarding locker searches, controlled substances, and other important school issues. This message shall attempt to help students understand their rights and responsibilities in these matters.

First, students should have no expectations of privacy in their school lockers and/or vehicles on school property. Lockers are school property, and any school official with reasonable suspicion may search your locker at any time. School officials also have the right to question students, perform other

searches with reasonable suspicion, and confiscate found materials. Students who fail to comply with these are subject to discipline for insubordination.

Second, students are not permitted to carry, possess, or distribute contraband at any time. The legal definition of contraband is 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 the following:

- illegal drugs and look-alike substances
- alcoholic beverages
- tobacco products
- drug paraphernalia
- weapons and look-alike weapons
- toys or other items that could be construed as a weapon
- nude or inappropriate images or media

There have been cases in which students have brought scout knives, pocket knives, pellet guns, plastic toy guns, or similar objects to school to show their friends and classmates. It may seem like most of these things would never be a problem. However, the school is responsible for the safety of all students. The Illinois school code states that students who use or possess “look-alikes” of contraband are subject to the same penalties, including suspension and/or expulsion.

Third, any student found in possession of, or under the influence of, an alcoholic beverage, 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, these mentioned substances by any employee on school grounds or at any school function shall be suspended for up to ten (10) days, with the potential for expulsion from school for up to two (2) calendar years for such offenses.

Finally, students must be careful about the words they use. Any statement that could be perceived as “threatening” cannot be made. Students are responsible for the words they use.

In conclusion, our primary job is to provide a safe and secure environment for students. School officials are working to maintain the best learning environment for everyone. We need your help in making Manteno CUSD #5 the best school district we can be.

Bullying

Bullying is defined by the federal government as “aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength.”

Lockers

Student lockers are equipped with a combination lock. **Students must close and lock their locker after each visit.** The school is not responsible for stolen articles.

Dress Code

Students are expected to present an appearance that:

- reflects a positive image of themselves
- does not disrupt the educational process
- does not interfere with the maintenance of a positive teaching/learning climate.

Dress and/or grooming, which are not in accord with reasonable standards of health, safety, and decency, will be considered inappropriate. The principal or his/her designee shall have final authority for judging the appropriateness of a student’s appearance, and whether such appearance is a disruption to the educational process. Teachers also have the responsibility to enforce acceptable dress standards.

Follow these guidelines:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang, cult, and satanic symbols, ghoulish details, chains, or other symbols that glorify death or mention death. Clothing that displays any insignia or sign, which shows disrespect for any race, creed, color, sex, or nationality is not permitted.
- Hats, hoods, coats, gloves, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- All clothing worn on the outside that is designed to be worn as underclothing or sleepwear is not permitted. Examples: thermal underwear, boxer shorts, pajamas, etc.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting by being too small, too tight, too large, too loose, or too exposed by showing skin and/or undergarments may not be worn at school.
- No visible tank tops, spaghetti straps, or muscle shirts may be worn. Sleeveless shirts may be worn as long as they are a fitted style around the arms and neck. Tank top width shall be three fingers wide.
- The length of shorts or skirts must be appropriate for the school environment. Skirts and shorts must hang to a length equal to that of a student's fingertips when hanging naturally at his/her side; shirts should stay below the belt-line when arms are raised.
- Appropriate footwear must be worn at all times.
- Students may not write on themselves or on their clothing.
- All visible tattoo and body piercing that cause a disruption to the educational process.
- Book bags should not be carried during the school day unless specific permission by the administration has been given. Students must keep purses locked in lockers.

Unnecessary Items / Contraband

Items deemed to be unnecessary or disruptive to the school environment may be confiscated and returned only to the parent. 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, 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.

Cell Phones, Smart Watches, and Electronic Devices

Cell phones and/or smart watches shall be turned off and kept in the student's locker during school hours. Students may only use their cell phones and/or smart watches before/after school. Consequence for cell phone and/or smart watch possession may include:

- 1st offense: device brought to office for student to pick-up after school
- 2nd offense: device brought to office and returned only to the parent afterschool
- Repeat offenses will be subject to additional consequences for insubordination.

Students are allowed to use electronic devices in class ONLY with the teacher's permission. Using any device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Devices that are used not in the accordance of this Board Policy may be confis-

cated and discipline may result. The District is not responsible for damage, theft or any other loss to student-owned devices.

Electronic Activity and Social Media

Students may not engage in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or device is located on- or off-campus, that 1) poses a threat or danger to the safety of other students, staff, or school property; 2) interferes with school purposes or an educational function; or 3) is disruptive to the school environment.

Students shall not make 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.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Students shall not send group emails, "SPAM" e-mail, joke e-mails, or other non-academic related e-mails using their Google PantherNation accounts. Students shall not use cell phone nor any other recording devices to record students and student interactions at school.

Bicycles, Skateboards, Scooters, and Rollerblades

Students who ride bicycles and other transportation to school are to walk their bikes on school property. Bicycles, skateboards, and scooters shall be parked outside at designated bike racks. Bicycles and other transportation need to be secured with locks and chains. Students who do not follow common safety rules or who break municipal traffic laws will have the privilege of riding their bicycles to school suspended.

Bicycles, skateboards, and scooters are not allowed inside the school building. These must be locked on the bike or skate board racks.

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 that 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.

Damage to School Property

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.

Field Trips

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.

Social Probation

Social probation prohibits all participation in or attendance at activities (such as dances, promotion, banquets, athletics, concerts, musicals, plays, clubs, organizations, incentive trips, extra-curricular and co-curricular activities, and field trips) will be forfeited for a period of time to be determined by the administration. Membership or participation in a school-sanctioned activity is a privilege and not a property right. Social probation may be issued for inappropriate behavior. Students that are placed on social probation while participating in athletics may be subject to Code of Ethics violations.

School Dances

Attendance at Manteno Middle School-sponsored dances is a privilege. Only students who attend our school may attend school-sponsored dances, and only those students in the grade levels included in the dance. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Threatening Acts

Making any jokes or statements regarding bombs, shootings, and/or threats to students or any staff member at Manteno CUSD No. 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 the administration. 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.

Levels of Misconduct

Level 1 Acts of Misconduct

Level 1 Acts of Misconduct are minor misbehaviors that interrupt the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Level 1 misbehaviors include, but are not restricted to, the following:

- Classroom disturbances
- Dishonesty
- Failure to carry out directions
- Failure to submit required assignments
- Tardiness
- Littering
- Minor hallway behavior
- Substitute teacher behavior
- Minor technology violations
- Bus misconduct
- Other

Level 1 Disciplinary Actions

There is intervention by the staff member who is supervising the student or who observes the misbehavior. When a violation occurs, the staff member will use one of the disciplinary options below. Repeated misbehavior may require a parent/teacher conference or a parent/ teacher/administrator conference. The staff member or office maintains a proper and accurate record of the offense and disciplinary action.

DISCIPLINARY OPTIONS

- Verbal reprimand
- Conference with student
- Student Action Journal
- Keep It Clean
- Withdrawal of privileges
- Support staff services
- Detention (lunch and afterschool)
- Consequences as stated by classroom management plan
- Behavior contract
- Notify parent
- Approved classroom management plan

Level 2 Acts of Misconduct

Level 2 Acts of Misconduct involve misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Level 2 and repeated acts of Level 1 misbehaviors may require the intervention of personnel on the administrative level. Level 2 misbehaviors include, but are not restricted to, the following:

- Continuation of Level 1 Acts of Misconduct
- Forgery or the use of forged notes or excuses
- Cheating and plagiarism
- Substitute teacher behavior

- Disrespect/insubordination (eg: talking back, inappropriate language, shouting out, etc.)
- Refusal to identify self
- Misrepresenting/lying
- Physical aggression
- Relational aggression
- Loitering
- Verbal abuse
- Stealing (minor)
- Truancy
- Failure to abide by corrective measures for misconduct

Level 2 Disciplinary Actions

The student may be referred to the administration for appropriate disciplinary action. The appropriate authority meets with the student and/or teacher and affects the most appropriate response. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The appropriate authority maintains a proper and accurate record of the offense and disciplinary action.

DISCIPLINARY OPTIONS

- Notify parent
- Conference with student
- Student Action Journal
- Detention (lunch and afterschool)
- Restitution
- Withdrawal of privileges
- Support staff services
- Short-term suspension
- Suspension of bus privileges
- Referral to outside agency
- Saturday School

Level 3 Acts of Misconduct

Level 3 Acts of Misconduct involve acts directed against person or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 2 Acts of Misconduct
- Possession of, or use of, tobacco on, or adjacent to school property
- Possession of prescription and non-prescription medication
- Claiming to have or possessing drugs or look-a-like drugs
- Claiming to have or possessing look-a-like weapons, contraband
- Possession, use or under the influence of alcohol
- Possession with intent to deliver or sell a look-a-like drug
- Possession of or use of inhalants or any materials intended for use as inhalants.
- Solicitation of a controlled substance/alcohol
- Gambling
- Fighting / threats to others
- Relational aggression, bullying, cyber-bullying, hazing, harassment
- Vandalism

- Extortion
- Trespassing
- Gang related activities (gang talk, symbols, recruitment, or aid to gangs)
- Tampering with computers (hardware, software, network, etc.) in a manner not authorized by school personnel.
- Sexual Harassment

Level 3 Disciplinary Actions

The administrator initiates disciplinary action by investigation the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The administrator maintains a proper and accurate record of the offense and disciplinary action. School officials contact law enforcement officials when necessary.

DISCIPLINARY OPTIONS

- Temporary removal from class
- Support staff services
- Financial restitution
- Short- or long-term suspension with potential for expulsion
- Referral to outside agency
- Expulsion
- Saturday School
- Alternative Programs or other appropriate district alternatives

Level 4 Acts of Misconduct

Level 4 Acts of Misconduct involve actions so serious that they always require administrative actions, which may result in temporary removal from school. Level 4 Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 3 Acts of Misconduct
- Furnishing or selling controlled substances (drugs)
- Possession with intent to deliver a controlled substance (drugs)
- Possession, use, or verbal threat of a weapon
- Use or possession of a hazardous substance
- Bomb threats
- Setting fires
- Setting false fire alarms/false 911 calls
- Taking property of others with the threat of force or violence
- Possession and/or sale of stolen property
- Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

Level 4 Disciplinary Actions

The administrator verifies the offense, confers with the staff member(s) involved and meets with the student. The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement officials when appropriate. A complete and accurate report is submitted to the superintendent.

DISCIPLINARY OPTIONS

- Short- or long-term suspension with potential for expulsion
- Alternative Programs for disruptive youth
- Homebound instruction
- Other appropriate district alternatives
- Board action, which results in appropriate placement
- Support staff services
- Referral to outside agency
- Expulsion
- Saturday School

Detention Procedures

Students may be assigned classroom detentions by their teacher. Teachers communicate the expectations and procedures to affected parents.

Students assigned an afterschool office detention will be notified one day in advance with a notification mailed to their parents. Afterschool office detentions are held on Thursdays from 3:00-3:40.

Detentions may be issued for academic purposes such as assignment completion, tutoring, and achievement. These are normally scheduled on Tuesdays from 3:00 – 3:40 and on Saturdays from 8:00 am – 12:00 pm depending on the severity of the academic concern.

Saturday detentions are scheduled from 8:00 am – 12:00 pm every other Saturday. Students are expected to work on classwork during their assigned Saturday Detention and normal school rules apply. Students are not allowed to be on their cell phone during this time. Students missing a Saturday detention or removed for misbehavior will be assigned a 1 day ISS.

Suspension Procedures

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)

These are examples of short-term suspensions:

- 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 Suspensions (4-10 Days)

These are examples of long-term suspensions:

- Physical Altercation
- Vandalism
- **Bullying (2nd Offense or severe)**
- Under the influence of, possession, 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, possession, sale or distribution of drugs or drug paraphernalia (including look a-likes)

Completion of Classwork during Suspension

Students who receive a suspension will have the opportunity to complete the classwork they missed during their suspension.

Awards Programs

American Legion Award

The American Legion Award is given to one boy and one girl in the 8th grade at Manteno Middle School. Teachers nominate students based upon their demonstration of citizenship and leadership during their middle school years.

Illinois Principals Association Student Recognition Breakfast

Two eighth grade students may be chosen by their principal for recognition by the Illinois Principals Association.

Panthers Exhibit Outstanding Leadership, Effort, and Pride

This award is given to one 8th grade student at Manteno Middle School. Interested students must complete and turn-in an application form. Teachers select the award recipient based upon the following criteria:

- Citizenship: community involvement through volunteer work in a club, church, or civic organization.
- Leadership: the holding of a leadership position within the school or community (such as student government, school clubs, community or civic organizations).
- Scholarship: performance in the classroom indicative of the desire to achieve academically.
- Sportsmanship: display characteristics of good sportsmanship, whether it be through participation in or support of the school's extra-curricular activities.

Promotion Speakers

The student council president gives the welcoming address at the 8th grade promotion ceremony. The student council president is elected by secret ballot during annual student elections. A written speech is prepared in advance and is approved by the principal.

One 8th grade student will be selected to lead the pledge to the American flag at the 8th grade promotion ceremony. Teachers will select this student through a patriotic essay.

President's Award for Educational Excellence

- "Gold" Certificate – 8th Grade
- Students must achieve an "A" average on the 8th grade honor roll; and
- Students must demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment; and
- Recommendation of two teachers.

President's Award for Educational Achievement

- "Silver" Certificate – 8th Grade
- Show tremendous growth but not meet all the criteria for the President's Award for Educational Excellence; or
- Demonstrate unusual commitment to learning in academics despite various obstacles; or
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work; or
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in core subjects; or
- Demonstrate achievement in the arts such as music or theater.

Honor Roll



We are simplifying our honor rolls. For the quarterly honor roll, all subjects on the report card for which a letter grade is given are included.

- **High Honors = all A's in all classes**
- **Honor Roll = only A's and B's in all classes**

Students of the Month

Each quarter, students may be selected as “Student of the Quarter”. The guidance counselor is responsible for this program.

Perfect Attendance Awards

Various attendance incentives may be announced throughout the year. Perfect attendance requires full attendance on all days. Both excused and unexcused absences plus tardiness to school are deducted when calculating perfect attendance. The Regional Office of Education issues a perfect attendance certificate to students who achieve this standard.

Extra-Curricular and Co-Curricular Activities

Purpose

Students of Manteno CUSD #5 who take part in any extra-curricular activity represent our school and the community of Manteno by their actions and conduct. The administration, coaches, teachers, sponsors, and parents of the District 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.

Conflicts between School Activities

Coaches, sponsors, and other school activity leaders shall work together to avoid and resolve scheduling conflicts. When conflicts arise, school leaders shall work towards a sharing arrangement or other reasonable accommodations.

In general, if two equivalent events conflict -- such as a school game and a school concert -- the student may choose which event to attend at no penalty from either activity. If two inequivalent events conflict -- such as a school practice and a school concert /or/ a school rehearsal and a school game -- the student shall attend the event with the highest weighting (in this example, the school concert /or/ the school game).

Code of Ethics

See Board Policy 7:240

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

Based upon information from school personnel, law enforcement authorities, students, parents, community members, or other sources, the School District may initiate investigations of Athletic Code of Conduct violations that occur on school grounds, at school activities, or off school grounds.

Violations and Consequences

The consequences defined below apply to participants in sports and show choir. The disciplinary board will determine consequences for violators in all other extracurricular activities.

1. Category One Violations: Use or possession of any tobacco substance.
 - a. First Offense Consequences
 - i. counsel student, and
 - ii. notify parents and coach/sponsor with meeting held, and
 - iii. documentation, and
 - iv. suspension from 10% of contests for that season (minimum of 1 contest) to be carried over to future season, and
 - v. continued attendance at team practice required.
 - b. Second Offense Consequences
 - i. counsel student, and
 - ii. notify parents and coach/sponsor with meeting held, and
 - iii. documentation, and
 - iv. suspension from 40% of contests for that season (minimum of 1 contest) to be carried over to future season, and
 - v. continued attendance at team practice required.
 - c. Third Offense Consequences
 - i. counsel student, and
 - ii. notify parents and coach/sponsor with meeting held, and
 - iii. documentation, and
 - iv. suspension from all extracurricular contests for one calendar year (365 days).
2. Category Two 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.; possession of a controlled substance; use or possession of an alcoholic beverage.
 - a. First Offense Consequences
 - i. counsel student, and
 - ii. notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
 - iii. documentation, and
 - iv. suspension from 25% of contests for that season to be carried over to the next sport/season, and
 - v. continued attendance at team practice required.
 - b. Second Offense Consequences

- i. counsel student, and
 - ii. notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
 - iii. documentation, and
 - iv. suspension from 100% of contests for that season to be carried over to the next sport/season, and
 - v. continued attendance at team practice required.
 - c. Third Offense Consequences
 - i. counsel student, and
 - ii. notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
 - iii. documentation, and
 - iv. suspension from all extracurricular activities for one calendar year (365 days).
- 3. Category Three Violations: 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 include:
 - a. counsel student, and
 - b. notify parents and coach/sponsor with a meeting held, and
 - c. documentation, and
 - d. suspension from a percentage of contests to be determined by the disciplinary board.

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.

Scholastic Eligibility at MMS

Scholastic eligibility applies to any extracurricular activity in which interscholastic competition takes place. This also includes activities sponsored by the IESA and the Kan-Will Conference which require scholastic eligibility. To remain academically eligible at Manteno Middle School, a student must be passing all subjects cumulatively each week.

- A grade of A, B, C, or D will be recognized as a passing grade.
- The athletic director will check eligibility each week.
- Any student that is marked scholastically ineligible for 3 consecutive weeks will be dismissed from the activity.

Eligibility shall be checked weekly on Friday to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last weekday of student attendance.

The administration shall establish a calendar for each sport and activity defining the start of the season and the start of eligibility checks. At the beginning of a new term, teachers shall have recorded five grades before eligibility shall be marked for that course.

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.

Behavioral Conduct

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

1. Insubordination; or
2. 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
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

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.

Absence from School on Day of Activity

All students absent from school for more than one-half of the school day (150 Minutes -- attend school until 10:41 or arrive to school by 12:12) of an activity, is ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach or administration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

Students may ride home only with their own parents. The parent shall submit written permission to the coach, usually on a sign-out clipboard. If the student needs to ride to the event with his/her parent, the parent shall submit a written request to the coach and the building principal for consideration and approval.

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 or post photographs for display or sale. 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.

Chromebook Procedures

Students will take their Chromebooks home during the first few weeks of school. With your permission, your child will be allowed to carry their Chromebook back-and-forth between school and home. Your child will leave their AC charger cord at home, recharging their Chromebook every night just like “homework”. We will provide a protective, zipped case with an ID tag. We expect students to use these cases at all times.

These devices are assigned to individual students, similar to textbooks and other supplies. Though the student may have possession of the device, it remains school property. While the student/parent/guardian is not required to purchase the device, there is an expectation of reasonable care and responsibility as there is with any district property provided to or used by a student. We would expect every student to take proper care of the device and return it in the same condition in which it was received, with reasonable wear & tear excepted. However, if a device is damaged, lost or stolen, charges will be assessed to the student based on the following schedule. These charges are NOT considered “fees” and will be assessed regardless of any fee waivers that may be in place.

All students are covered for accidental damage, whether at home or at school, but subject to the schedule below. **This coverage is part of your school registration fee. Students who purposefully damage the computer are responsible for paying the full repair charges:**

Situation/Event	Assessed Charge
Malfunctioning device (not damaged)	No charge
Cosmetic damage, normal wear & tear (device fully functional)	No charge
Accidental breakage (not cosmetic)	1st incident – no charge 2nd incident - \$25 Additional - \$50/incident
Deliberate damage/vandalism	Actual cost to repair up to \$350/occurrence
Theft/lost device	\$350/occurrence
Damaged, Defaced, or Lost Case	\$25.00
Damaged or Lost Power Supply	\$35.00