



## Welcome to Midland Elementary School

August 2011

*As the administrators, teachers, and staff of Midland Elementary School, we are dedicated to educating and caring for your children each day. Not only are we concerned about your child's academic well-being, but also his/her emotional, social and physical growth. Together, we have a responsibility to ensure that your children fit into and are successful in the society in which they will live. The demands on our children are greater than ever, and the best way we can prepare them is through communication, cooperation, and collaboration between home and school.*

### **Mission Statement**

*The mission of Midland Elementary School is to serve the students and families living in the communities of Lacon, Sparland and Varna. Collaboratively, the teachers, staff, parents and community together will stimulate students to have a desire for life-long learning and challenge all students to achieve their highest potential.*

### **Belief Statement**

#### **We believe in:**

|          |   |
|----------|---|
| <b>S</b> | Safe, caring, challenging learning environment that stems from the family |
| <b>U</b> | Understanding special needs of individual students                        |
| <b>C</b> | Celebrating student diversity   |
| <b>C</b> | Creativity, cooperation and good citizenship                              |
| <b>E</b> | Encouraging student responsibility for learning and conduct               |
| <b>S</b> | Student centered approach to learning                                     |
| <b>S</b> | Students, parents and community working together                          |

*It is our greatest hope and desire for the school, parents, guardians and the community to establish a partnership that will foster well-prepared, well-adjusted successful citizens for our community and for society.*

*This handbook is provided to the students and their families to familiarize themselves with school rules, expectations, procedures and other*

*relevant information. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. The contents of this handbook were discussed and shared with Midland Elementary School Teaching Staff in March 2011, the Midland PTO in April 2011 and with the Midland CUSD #7 Board of Education in April 2011.*

*Please feel free to contact me at any time throughout the school year should you have any questions or concerns.*

*Ms. Julie Albers, Principal  
Midland Elementary School*

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## MIDLAND COMMUNITY UNIT SCHOOL DISTRICT #7

### BOARD OF EDUCATION

Mrs. Jenelle Colvin, President  
 Mr. Jeff DeFrance, Vice President  
 Mr. Leroy Poignant  
 Mrs. Marilyn Stickel  
 Mr. Dave Streitmatter, Secretary  
 Mr. Ryan Weber  
 Mrs. Dixie Wheeler

### ADMINISTRATION

Mr. Rolf Sivertsen, Superintendent  
 Ms. Julie Albers, Elementary School Principal

### FACULTY AND STAFF

#### **Midland Elementary Faculty**

|                        |   |
|------------------------|---|
|                        | Pre-Kindergarten  |
|                        | Early Childhood Special Education                       |
| Mrs. Katie Asher       | Primary Special Education                               |
| Mrs. Laurie DeSmet     | Intermediate Special Education                          |
|                        | Kindergarten  |
| Mrs. Lindsey McGlasson | Kindergarten  |
| Ms. Jan Rothberg       | Kindergarten  |
| Ms. Jennifer Baker     | First Grade   |
| Ms. Deb Breen          | First Grade   |
| Mrs. Heather Markovich | First Grade   |
| Mrs. Jennifer Davis    | Second Grade  |
| Mrs. Chris Downey      | Second Grade  |
| Mrs. Meredith Hattan   | Second Grade  |
| Mrs. Diane Crook       | Third Grade   |
| Mr. Terry Ricci        | Third Grade   |
| Mrs. Jackie Smith      | Third Grade   |
| Ms. Lee Anne Morrissey | Fourth Grade  |
| Mrs. Lauren Siemers    | Fourth Grade  |
| Miss Betsy Wilkinson   | Fourth Grade  |
|                        | Physical Education                                      |
| Mrs. Steph Oltman      | Music/Technology  |
| Mrs. Wylee Bickerman   | Reading/Math Tier Support (Title 1)                     |
| Mrs. Sue Riddell       | Reading/Math Tier Support and Gifted Education (Title1) |
| Mrs. Melissa Grandsart | Speech and Language Pathologist                         |

Mrs. Jaime Loeser  
Mrs. Martie Scott

Speech and Language Pathologist  
Reading Specialist

**Midland Elementary Staff**

Mrs. Patti Kargol  
Mrs. Gwen Balensiefen  
Miss Jessica Crank  
Ms. Tereasa Downs  
Mrs. Carol Dubois  
Mrs. Terri Lambrecht  
Mrs. Annette Monge  
Mrs. Anne Routh  
Mrs. Carrie Schupp  
Mrs. Michelle Schuyler  
Mrs. Donna Thompson  
Mrs. Diane Wunder  
Ms. Brittany Kelly  
Ms. Kathy Bohm  
Mr. Tim Pyles  
Mrs. Chris Schoepke  
Mr. Rick McMahan

Building Secretary  
Aide  
Aide  
Aide/Crossing Guard  
Aide  
Media Center Aide/Technology Aide  
Sign Language Interpreter  
Part time Media Center Aide  
Aide  
Aide  
Aide  
Head Cook  
Cook  
Part-time Cook  
Head Custodian  
Custodian  
Part-time Custodian

### **Absences (Excused/Unexcused)/Attendance**

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

The normal school day begins at 8:25 a.m. with Morning Assembly and ends at 3:25 p.m. All students and teachers will gather in the gym by 8:25 a.m. each day for Morning Assembly. This is a time to recognize student birthdays, achievements, make announcements and begin our school day together. Morning Assembly lasts approximately 5-10 minutes each day. Following Morning Assembly, students are then dismissed with their teacher to their classrooms.

Student absences should be reported to the school by 8:15 AM each day that a student is absent. Notice may be in person, by written and signed notification, or a phone call. Notice may be made by a parent/guardian or designated reporter.

If you leave a phone message please include the following information:

1. your name
2. student's name
3. teacher's name
4. reason for absence

### **Elementary Phone: 246- 2775 or 246-7215**

If a student is absent 5 consecutive school days, a doctor's excuse will be required to re-enter school.

Law requires the school to call you if a student does not attend or is not reported absent. The principal, secretary, and teachers analyze attendance data periodically to identify patterns or trends in student absences. If a student misses more than 18 days without valid excuse, as determined by school personnel, that student is considered truant and truancy officials will be notified.

Students tardy to school must report to the school office and sign in before going to their classroom. A parent must accompany them to the office when tardy or make a phone call to the office – otherwise the tardy will not be considered an "excused tardy". A student is considered tardy if they are not in the gym to join their class once Morning Assembly is completed. Students with excessive tardies will also be considered truant and the truancy officials will be notified.

The School Board supports the principle that local school districts have the responsibility for matters pertaining to student attendance.

Parents or any person having custody or control of a truant child may be fined up to \$500 and/or 30 days in jail for a class "C" misdemeanor when a child continues to violate the Illinois Compulsory Attendance Laws. A child found to be a "Truant minor in need of supervision" might be fined from \$5.00 to \$100.00 per day that school is missed.

Students are **not** allowed to participate in after school programs of any sort (sports, academic, extra curricular) on a day that they are sick from school. If the child comes for the afternoon half of the school day, then he/she may participate in the after school program.

**A student arriving at or leaving school at other than the regular time must sign-in or sign-out at the office. No student will be excused without a parent note or phone call prior to dismissal. Parents are encouraged not to pick up their children before 3:25 p.m. unless special circumstances deem it necessary.**

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building 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.

### **Aggressive Behavior/Bullying**

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of Midland's Board of Education that aggressive behavior of students towards school personnel and other students of the district shall not be permitted.

Aggressive behavior is defined as: Any behavior that may cause physical or emotional 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.

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

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

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

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of

property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

The main types of aggressive behaviors are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

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

Students who are the victims of aggressive behavior, bullying or intimidations, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building Administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action in accordance with School Board Policy. Appropriate action may include expulsion, suspension, detention, police contact and report, warning, and/or other disciplinary action as may be warranted.

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

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

**Nondiscrimination Coordinator:**

Rolf Sivertsen, Superintendent

Name

1830 State Route 17

Address

Varna, IL 61375

(309) 463-2364

Telephone

**Complaint Managers:**

Julie Albers, Principal

Name

206 N. High Street

Address

Lacon, IL 61540

(309) 246-2775

Telephone

Spencer Byrd, Principal

Name

1830 State Route 17

Address

Varna, IL 61375

(309) 463-2095

Telephone

**Animals in the Classroom and on School Grounds**

In order to assure student health and safety, animals are not allowed on school property, which includes the playground, bus stops and bus waiting areas, 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.

**Appointments**

If a student needs to leave school for an appointment, please notify the school a day in advance, if possible. The parent will be required to come to the school office to pick up the child and sign the student out.

**Arrival/Departure**

Students may enter the building before 8:20 AM **only if they are participating in the breakfast program**. Otherwise, when students arrive at school, they stay out on the playground and teacher supervision begins on the playground at 8:00 a.m. If your child arrives before 8:00 a.m., they will not be supervised. Breakfast begins at 8:00 a.m.

In instances of inclement weather, students will report to the school gym when they arrive at school. Students are not permitted to visit their lockers or classrooms until they are dismissed from the gym by a teacher supervisor.

**Parents are strongly discouraged from dropping off children before 8 am.** Early supervision is provided for students who are riding/arriving on district buses; supervision for all students on the playground/in the gym begins at 8 am.

School begins promptly at 8:25 a.m. with Morning Assembly, and students will be counted tardy if not in the gym to join their class when Morning Assembly is completed. All students who arrive after Morning Assembly must check in at the office and be signed in by parent/guardian.

At the end of the day, traffic on Sixth Street is limited to ONLY BUS TRAFFIC. It is illegal to park on Sixth Street and the 100 block of High Street between 2:45 and 3:45 pm each day in order to wait to pick up students after school. BUS TRAFFIC ONLY is permitted on Sixth Street during this time. Local authorities will be contacted for drivers who do not follow this traffic pattern.

All parents/guardians who are picking up students at the end of the day should park legally on Seventh Street. Parents are encouraged to park their cars, get out and wait for/meet their students, rather than stop in the middle of Seventh Street to pick up students. This helps to alleviate traffic congestion on both Seventh Street and High Street. There will be no bus traffic permitted on Seventh Street, with the exception of the Early Childhood bus which will pick up students in the designated bus pick up area.

Regular school dismissal is 3:25 and students should exit the buildings and leave the school premises unless waiting for a bus or ride. **Town students who are waiting for a ride are to wait in front of the school near Seventh Street. Students are not allowed to go out on the playground during dismissal time, unless they are supervised by a parent/guardian.**

Students leaving before the end of the school day must “sign out” in the office. PARENTS ARE ASKED TO “SIGN STUDENTS OUT” AND PICK CHILDREN UP IN OFFICE RATHER THAN GOING TO THE CLASSROOM.

Students will be sent home by their “normal” mode of transportation, unless a note is written or a phone call is made before dismissal stating the contrary.

During *storm warnings* students will NOT be dismissed from the buildings unless parents pick up the students by stopping in the office first.

### **Asbestos Management Plan**

The Midland School District has asbestos within the school(s). Our school is required to notify students and parents of the asbestos and the containment annually. As required our buildings were initially inspected for asbestos. Our inspection was conducted on July 12, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months, and a reinspection conducted every three years. We had our last three-year reinspection on August 2009 and our last Periodic Surveillance was in March 2011.

On March 6, 2008, an air and water quality inspection was also conducted. No significant concerns or problems were reported.

The inspection/management plan is available for public view in the Midland School District office.

## **Books and Materials**

Parents are expected to pay for book rentals at registration as part of the registration fee. Supply lists are provided for each grade at registration and on-line at [www.midland-7.org](http://www.midland-7.org). Students should have these supplies the first day of class. If a student loses or damages a school book so that it can no longer be used, that student will pay the replacement cost of the book before a new book is issued and/or before his or her report card is issued.

## **Breakfast and Lunch Programs**

Midland Schools offer a breakfast program and a hot lunch program for students. Menus are sent home monthly with the school newsletter and are available on the elementary website.

Lunch tickets may be purchased each morning starting at 8:30 am outside of the office. Student lunches cost \$2.00 (\$.40 for reduced). Students may purchase a one day (\$2.00), 5 day (\$10.00), 10 day (\$20.00) or 20 day (\$40.00) lunch ticket. Money/checks for purchasing lunch tickets should be placed in an envelope and clearly marked, indicating type of ticket to be purchased.

Breakfast costs \$1.50 (\$.40 for reduced). Breakfast can be paid for each morning in the cafeteria or tickets may also be purchased. This money should also be placed in an envelope and clearly marked as breakfast and lunch ticket purchases should be made separately.

Milk is sold for 25 cents. Students may also purchase a milk ticket good for 5 milk purchases for \$1.25. Milk tickets are also purchased outside of the office, starting at 8:30 am. Bottled water and bottled fruit juice is also available for purchase during the lunch hour. Water and juice costs \$1.00. Students at Midland Elementary are not permitted to bring soda as a beverage as part of their cold lunch.

Students who purchase/receive a hot lunch are not permitted to bring additional food or beverage items to school to eat with their hot lunch. Water and juice are permitted to be purchased by all students.

Lunch charges are discouraged, but a student may charge if he/she forgets cold lunch. If a student fails to pay for lunch and has a total of three previous unpaid charges, the student will be given a peanut butter sandwich and milk until charges are paid in full. Students should not call home for forgotten lunches.

Lunch tickets that are lost, stolen, or laundered will not be replaced. Students are responsible for their lunch tickets.

Students may go home for lunch with prior parent notification to the office.

## **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students who ride Midland busses will be expected to follow these safety rules as well as any established by the bus driver. Riding the bus is a privilege and students who violate the rules will be suspended from riding the bus. Students who are not normally transported by bus need permission by the principal to ride the bus. Only under special circumstance is permission granted.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules. All school rules apply while on the bus, at a bus stop or waiting for the bus.

1. Stay off the road while waiting for the bus; be at your bus stop on time.
2. Wait until the bus comes to a complete stop before entering or exiting the bus.
3. The emergency exit is for emergencies only. In the event of an emergency, stay on the bus and await instructions from the bus driver.
4. **STAY IN YOUR SEAT WHILE THE BUS IS IN MOTION.** Students should choose a seat and sit in it immediately upon entering bus. Do not stand in the entrance or in the aisle. Do not move from one seat to another while on the bus.
5. Keep all parts of the body and all objects inside the bus at all times
6. **KEEP YOUR HANDS TO YOURSELF.**
7. Do not throw anything out the bus window.
8. Do not lower the windows below the black line.
9. Animals are not allowed on the bus (unless in the case of service animals).
10. No eating, drinking, or chewing gum on the bus.
11. No unacceptable conduct and/or use of unacceptable language. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
12. Students who want to be let off at a different location from the normal stop must receive permission from the principal's office.
13. Students are expected to sit in assigned seats if assigned by the bus driver or the principal.
14. No skateboards, rollerblades or rollerskates are allowed.
15. Electronic devices (such as iPods, electronic hand held games, MP3 players, etc.) are permitted on the bus **ONLY** if the bus driver permits students to have those types of electronic devices. Students are responsible for their own electronic devices. They are not to be shared with others on the bus, and while students are at school, they are to remain in their lockers in their book bags. The school is not responsible for the loss or theft of these items.
16. Keep book bags, books, packages, coats and other objects out of the aisles. Keep all body parts clear of the aisle when seated.
17. Students and/or parents will be liable for any defacing or damage student do to the bus.

Bus discipline may consist of the following steps, but the building principal will determine level of consequences for inappropriate bus behavior:

- First offense – warning
- Second offense - 1-day suspension from the bus
- Third offense - 2-day suspension from the bus
- Fourth offense - suspension from the bus until further notice
- Fifth offense - suspension from the bus for the remainder of the year

**Depending on the severity of the offense, the principal has the right to give other punishments and/or go directly to the suspension from the bus.**

Video and audio camera may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

### **Cell Phone Usage/Possession**

While Midland Elementary recognizes the importance of having a cellular phone, they often become a detriment to the learning process. While students ARE permitted to bring a cellular phone to school for use only after the school day has ended, the following rules will be in effect regarding cell phone usage and/or possession during the school day. **At any time prior to school dismissal at 3:25 pm, any cell phone seen or heard by any staff member will be confiscated and turned into the office.** Parents will then be notified and asked to pick up the student's cell phone. Continued disregard for cell phone possession during the school day will result in additional consequences. Cell phones shall not be used for or associated with unlawful activities. All liabilities for loss of theft of cell phones rest with the students.

### **Challenge Procedure**

Parents shall have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Parents shall have the right to challenge an entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety.

The parent or a qualified student may request a challenge hearing provided the request is made in writing to the proper school official. The hearing request must state specifically what entry is to be challenged. Hearings may be for temporary or permanent records.

The hearing format is as follows:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated
  - a. The school shall appoint a hearing officer, who shall not be employed in the attendance center in which the student is enrolled.
  - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parents and school officials agree upon an extension of time. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - c. At the hearing each party shall have the rights outline the Act (see Art. 50-7, (b) (1) through (4).
  - d. A tape recorder or a court reporter shall make a verbatim record of the hearing. Either party in the event of an appeal of the hearing officer's decision may prepare a typewritten transcript. However, a typewritten transcript is not required in an appeal.
  - e. The decision of the hearing shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record.
    2. To remove the challenged contents of the student record; or,
    3. To change, clarify or add to the challenged contents of the student record.

## Corporal Punishment

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

## Curriculum Review

Curriculum content may contain certain topics/activities that a parent may find objectionable, and the pupil shall not be required to take that portion of the course if the parent submits a written objection, i.e.:

Recognizing and avoiding sexual abuse

Activities/courses based on religious beliefs (swimming, co-ed PE, Halloween, etc.)

Sex education/ family life courses

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. Parents may review textbooks and preview films or videos. Please contact the teacher or principal to schedule such a preview.

## Diabetes Care

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.

## Discipline

Midland Elementary School follows a positive reinforcement model for student behavior. Positive Behavior Intervention Supports (PBIS) is designed to reinforce and encourage positive behavior by developing school-wide expectations. Students and adults to create a social-culture in our school that will encourage positive behavior and interactions, while discouraging problem behaviors.

Through the use of four school-wide practices, our staff has defined "Midland Elementary School's Three R-S." Our staff has defined our expectations for students as being respectful, being responsible, being ready and being safe. During the first few weeks of the new school year, we will teach our students our

expectations for behavior in all areas of the school. As opportunities occur, teachers re-teach expectations to students who are not practicing the “Three R-S.” Frequent celebrations occur through the use of Paw Tickets to recognize students who practice our “Three R-S.” Monthly school-wide celebrations are planned and enjoyed by students who have followed the “Three R-S”. In the event a student does not meet expectations, consequences are assigned when students make choices (“majors” and “minors”) that do not follow our “Three R-S.”

Our “Three R-S” includes the use of Paw Tickets which students may receive on a frequent basis. Used like a raffle ticket, students may earn a Paw Ticket for modeling our “Three R-S.” Names of students meeting our expectations are entered into monthly drawings for prizes from local businesses and restaurants. Our monthly school-wide celebrations occur towards the end of the month. These planned activities are of high-interest and are motivating for the students. Students who have not received a “major” are eligible to participate in the school-wide celebrations.

“Minors” are a tool used to monitor and track inappropriate behaviors that would not necessitate an immediate office referral. Students are allowed to accumulate two “minors” within one of four expectation categories (Respectful, Responsible, Ready and Safe) before an office referral is given. Upon receiving a third “minor” within a category, a student is referred to the office. Office referral consequences will include, but will not be limited to the student being eliminated from the monthly PBIS school-wide celebration. Parents will be contacted by the building principal.

A “major” is considered more serious than a minor and results in immediate office referral. Examples of major incidents include but are not limited to physical aggression, inappropriate language and gross misconduct. Students referred to the office for a “major” will be eliminated from the monthly school-wide celebration. Parents will be contacted by the building principal.

Every student starts with a clean record immediately following each celebration.

Additional consequences for accumulated “minors” or immediate “majors” include but are not limited to:

1. additional special privileges lost (recess, PE, special class activities)
2. written report to parents
3. detention (3:30 – 4:00)
5. conference with parents and student
6. in-school suspension (with school work completed)
7. suspension from school
8. expulsion

**It should be noted that the lists of violations and responses in the handbook are not all inclusive. The administration reserves the right to assign an appropriate discipline response for any event, activity, or incident that may arise not specifically listed in this handbook.**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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 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, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones 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.
- 7. Disobeying rules of student conduct or directives from staff members or school officials.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. 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.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse.

12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. 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.
15. 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 or another person through the use of a computer, electronic communication device, or cellular phone.

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.

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

(Insert PBIS Expectations table here)

(Insert PBIS Expectations table here)

### **Discipline Policy Involving Students with Special Needs**

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.

To maintain the highest professional standards and best practices in the use of behavioral interventions with students with disabilities in this district and to preserve the dignity and privacy to such students, the following procedures will be used with any student receiving special education and related services in the district who

1. exhibits a pattern of behavior(s) related to his/her disability,
2. is receiving services as indicated on the student's Individual Education Program, and
3. for which a Behavior Management Plan has been formulated on the IEP

These procedures will also be used with any student receiving special education and related services in the district when any emergency behavioral intervention is required to insure the safety and well being of the student, other students, and/or staff.

A detailed copy of acceptable and unacceptable interventions and other policy procedures can be obtained from the district office.

The district will provide a copy of this policy on the use of restrictive behavioral interventions to all parents or guardians of students receiving special education or related services in the district within fifteen (15) days of the beginning of each school year. At the same time the district will inform those same students of the contents of this policy in a manner appropriate for each student's level of functioning.

Students with Special Needs who do not have a behavioral intervention plan:

The district will provide a copy of this policy on the use of restrictive behavioral interventions to all parents or guardians of students receiving special education or related services in the district within fifteen (15) days of the adoption of district policy, upon the initial IEP conference, and upon any IEP conference in which a Behavioral Management Plan is incorporated. Annually the district shall inform all parents of the existence of the Behavioral Intervention Guidelines. At the same time, the district will inform those same students of the contents of this policy in a manner appropriate for each student's level of functioning.

### **Due Process**

Students have rights to hear charges against them and to have a fair opportunity to present an explanation for their behavior and/or provide additional information of importance. Classroom teachers and the administration shall afford students with opportunities to exercise student rights in all disciplinary matters.

It should be noted that the lists of violations and responses in the handbook are not all inclusive. The administration reserves the right to assign an appropriate discipline response for any event, activity, or incident that may arise not specifically listed in this handbook.

## Dress Code

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. A student's attire cannot disrupt the learning process. The school will make final judgments of what is considered questionable. If a student is determined to be wearing clothing of unacceptable nature, the student will be asked to call home and arrange for a parent to bring alternate clothing. If a parent or alternative clothing is unavailable, the student will be provided alternative clothing to wear while in school.

1. Tennis shoes need to be worn for P.E./inside recess and on playground equipment. Flip-flop sandals and clogs may not be worn on the playground equipment, playing games, running, jumping rope, etc. Flip flops sandals and clogs may not be worn for PE. If snow boots are worn to school in the winter, another pair of shoes must be sent to wear inside. Children are permitted to play in the snow when they are wearing snow boots AND snow pants; fashion boots are not considered snow boots.
2. To ensure student safety, "Heelys" or shoes with wheels in them may not be worn to school.
3. Students may not wear clothing that advertises or promotes alcohol, tobacco, drugs, gangs or cults. Clothing should be free of indecent printed materials. Extremes in attire, provocative, vulgar, written-on, aggressive, or suggestive (including double meaning) attire will not be tolerated. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
4. Hats (males and females) may not be worn in the building during school hours (unless for specific "spirit" days).
5. Students may wear shorts that are measured by the finger tip when arms are extended by the side when standing. This rule applies to skirts and dresses also.
6. Shorts may be worn during the 1<sup>st</sup> Quarter of school and the 4<sup>th</sup> Quarter of school. They may **not** be worn during the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of school.
7. Tube tops are not allowed. Spaghetti straps and halter tops may be worn when they are appropriately covering a student's body. Bare midriffs are not permitted.
8. Students are not to wear over-sized clothes that hinder school performance in any way. In addition, students should make sure that their body is appropriately covered by the clothing that is worn. (i.e.: top of buttocks showing due to low-rise jeans).
9. Make-up may not be worn during school hours. Make-up consists of any body or face glitter, lip-gloss, eye shadow, lipstick, and body jewelry. Nail polish and non-colored chapstick is allowed.
10. To ensure all students safety during PE class and while playing at recess, students will only be permitted to wear post earrings or earrings that are not longer than the ear lobe. Dangling earrings, hoop earrings and other long earrings should not be worn at school.
11. We ask that parents and guardians use good judgment when applying temporary tattoos on students.
12. 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 discipline. If there is any doubt about dress and appearance, the building principal will make the final decision.

### **Equal Opportunity and Sex Equity**

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

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

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

### **Exceptional Children Rights**

Exceptional children shall enjoy rights and privileges equal to those of other children in the district. Midland School District is a member of the BMP Tri-County Special Education Cooperative. The BMP Tri-County Special Education Coop maintains a comprehensive program of special education and supportive service for all exceptional children from ages three through twenty-one who reside within the district.

These special programs are operated in compliance with the Illinois Rules and Regulations to govern the Administration and Operation of Special Education. Parents may obtain a copy of this document upon request.

### **Fines, Fees, and Charges; Waiver of Student Fees**

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

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.

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.

## Field Trips

Teachers may take their class on 1 designated educational field trip each school year. The purpose of field trips is educational and not recreational. Parent chaperones may be asked to accompany a class at a ratio of 1 to 6 or 1 to 8 depending on class make-up and size. Parent chaperones are expected to ride the bus with the students. Due to space and liability issues, other children/siblings are not allowed to attend. Classroom teachers will determine the parent chaperones and the number needed for each trip. Unfortunately, not all parents who wish to be parent chaperones will be permitted to attend each field trip.

It is the decision of the teacher to determine how many parents are needed to assist. It is the decision of the teacher and the principal if students are eligible to attend field trips.

## Field Trip Chaperone Responsibilities

Teachers rely on the support of parents and other adults who serve as chaperones during class field trips. They assist the teacher in keeping children safe, helping to account for children and assisting the teachers in other ways. Parents and guardians who volunteer to be chaperones should adhere to the following guidelines:

1. Siblings are not allowed to accompany chaperones on field trips.
2. Smoking is not allowed at any time.
3. Chaperones will be assigned to a group of children and be responsible for them for the entire day.
4. Chaperones are encouraged to take advantage of the “teachable moments” throughout the trip. Share knowledge and ask children questions when appropriate.
5. Appropriate language should be used at all times.
6. Cell phone usage by chaperones should be limited to emergency situations.
7. Chaperones should only purchase gifts for their own children; they should not purchase gifts for other students (even relatives) as this causes hurt feelings and misunderstandings for other students.
8. Chaperones are required to adhere to school dress code and school handbook guidelines.

## Food Allergies

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

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

## Fundraisers

Students at Midland Elementary School participate in a wide variety of outside activities, including Girl Scouts, Cub Scouts, 4-H, etc. The teachers and staff at MES are supportive of students in these endeavors. We also realize that these organizations conduct fundraisers to earn funds for their specific organizations. Additionally, the Midland PTO, from time to time, may conduct fundraisers in order to provide financial support to that organization. Due to the large number of students who participate in these fundraisers, students should not directly ask a MES teacher or staff member to participate in the fundraiser by making a purchase. Teachers and staff who wish to purchase an item from a student will seek a student out to order/purchase an item.

## Gang Activity

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No students on or about school grounds, on school buses, or off school grounds at any school activity shall engage in gang activities, including but not limited to:

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

Students engaging in any gang related activity will be subject to one or more of the following disciplinary actions:

Removal from extra-curricular and athletic activities  
 Conference with parent(s) or guardian(s)  
 Referral to appropriate law enforcement agency  
 Suspension for up to 10 days  
 Expulsion for the remainder of the school term

## Grading Scale/School Work

Midland Elementary School uses the following grading scale:

|   |        |   |          |
|---|--------|---|----------|
| A | 90-100 | C | 70-79    |
| B | 80-89  | D | 65-69    |
|   | F      |   | below 65 |

Remember that grades are individual indicators of achievement, **not tools to compare student levels of achievement**. The grade does not reflect the ability level of students, but how well they student is achieving according to his individual needs and abilities. An “A” for one student does not necessarily indicate the same level of achievement as an “A” for another student.

Assignment Notebooks will be provided to students in Grade 4 as an organizational tool and in an effort to reinforce parent/teacher communication. These assignment notebooks will be a mandatory supply for students in Grade 4. Lost notebooks must be purchased in the school office for \$5.00 per notebook.

Report cards will be issued 4 times a school year with generally 9-week intervals. Progress reports will be sent home for all students every 4 weeks (between report card distribution days).

Parents are encouraged to speak with teachers at any time regarding grades or general concerns.

Parents should clean out their child’s book bag every night and review the contents of their take home folder daily for notes, important information, homework assignments, etc.

Participation in all evening music programs and concerts (ie: Christmas program, spring program) is encouraged.

### **Grievance Procedure**

Student and parent complaints should be directed to the following people until the complaint is resolved:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

### **Homeless Child’s Right to Education**

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.

### **Illness**

All contagious illness should be reported to the school office. Students who are ill should not come to school. Parents will be notified to pick up students who are ill. Children with contagious viruses should not attend school. A child should be fever free and vomit free for at least 24 hours before returning to school.

Children who contract the following diseases cannot attend school:

1. Impetigo--excluded until lesions are dry or there is no drainage

2. Chicken pox--excluded 6 days from the date of last eruption or until all pox are dried up.
3. Lice—treat your child at home and call the school office when you find evidence of lice/nits.
4. Pink eye--excluded until discharge from eye stops; students should be under a physician's care and have taken appropriate antibiotics for at least 24 hours before returning to school.

For lengthy illnesses a doctor's excuse will be necessary to re-enter school (5 or more days).

### Immunizations

Immunizations are required for all students unless parents decline for religious reasons. A doctor's signature is required for medical exemptions. Health records need to show month, day, and year for each dose given. If immunization requirements are not met by October 15 of the current school year, the child cannot attend school until immunizations are received.

Any child **5 years of age or younger** entering school for the first time must have a medical examination and must show proof of having received four (4) or more doses of Diphtheria, Pertussis, Tetanus (DPT) with the last dose being a booster and having been received on or after the 4<sup>th</sup> birthday, but prior to school entrance; or within one year prior to school entrance. Individual doses in the series must have been received no less than four weeks apart.

**Oral Polio** (3 or more – last booster within last year, and after 4<sup>th</sup> birthday).

**Rubella** (also called 3-day or German Measles) – 12 months or has evidence of immunity.

**Rubella** (also called "Hard" or "Long" Measles), **proved acceptable documentation of two doses of live measles virus vaccine**, with the first dose administered not earlier than 12 months of age and the second dose no less than one month after the first.

**The varicella (chickenpox) requirement affects the following groups of children:**

- Children 2 years of age and older entering a child care facility, school operated program below the kindergarten level (early childhood), or Head Start center, for the first time, on or after July 1, 2002.
- Children entering kindergarten for the first time on or after July 1, 2002.

### Integrated Pest Management

It is the policy of this school district to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. State law requires public schools to practice IPM.

The Integrated Pest Management program at this school will include the following:

- Regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied
- Preventive actions to reduce future pest problems

It is the policy of this school district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.

It is the policy of this school district to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides are not permitted under the IPM policy.

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for overseeing pest control for the district.

The school 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 school office.

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

### **Internet Use**

We have the ability to enhance students' education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. Parent authorization is needed before students may use this resource.

With this educational opportunity also comes responsibility. Parents and children should read the "Midland School District #7 Internet Policy" forms together and discuss them. The use of inappropriate material of language, or violation of copyright laws, may result in the loss of privilege to use this resource. Parents are legally responsible for their children's actions. The district's Internet Use policy was approved by the Midland Board of Education in April 2007. A copy of this policy is available for review on the Midland CUSD #7 website.

The district prohibits the access of materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all the material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the district supports and respects each family's right to decide whether or not to authorize Internet access.

### **Make-up Work**

Students are responsible for missed assignments. Students are given 2 days to make up work for each day missed. Parents may ask for student assignments before 10 AM and pick them up in the school office at the end of the day. Assignments on extended absences will be dealt with on an individual basis.

### **Medication**

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 "Student Medical 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. All medicine is kept in the office and only given under the direction of a certified Midland employee. All prescription medicine must be kept in the original container given at the pharmacy. The bottle must have the child's name on it. No medication will be given out that is sent to school in anything other than the original bottle. Please reference Policy 7:270 in the Board Policy Manual regarding parent responsibility to administer medication.

### **Notice to Parents as Required by NCLB Act of 2001**

Parents may make a written request for information regarding the professional qualifications of their student's teachers and any paraprofessionals that provide services to their student(s). The District will provide the following information if requested:

- Whether the teacher meets state qualifications and licensing criteria for the grade level and subjects taught
- Whether the teacher is teaching under emergency or other provisional status
- The teacher's baccalaureate degree major and any other graduate certifications or degrees
- Whether paraprofessionals provide services to the student and if so, their qualifications

### **Parent Teacher Relations**

Education is most effective when parents and teachers work together to ensure students' success. This can best be done with good communications. It is important for teachers to understand those things which influence a student from outside the classroom, and it is important for parents to understand what expectations etc. are placed on students in the classroom.

When parents have questions or concerns, we recommend that they call the school to arrange for a conference with the teacher and/or principal. The best time to do this is usually between 3:30 and 3:50 p.m.

Classroom teachers and the principal can also serve as consultants in regard to academic concerns. It is most effective when parents and schools are working together to insure that daily work is being completed to the best of each child's ability. Classroom teachers make class/home work modifications if they feel the child is having difficulties. Please contact your child's teacher to request assistance of this nature.

### **Parking**

The school has several locations available for school visitor parking during the school day. Vehicles may be parked on Sixth or Seventh Streets next to playground, parking in the designated parking area on Seventh Street or in the designated horizontal parking area on High Street.

Those dropping of and picking up children may do so in Seventh Street location before and after school.

Vehicles MAY NOT be parked or located in the bus loading/unloading area, which is on Sixth Street, in fire lanes (painted red curb area on Seventh Street), or in handicapped accessible parking areas without the proper designation at ANY TIME. Bus loading areas, fire lanes and handicapped accessible areas are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **Parties**

There are 3 parties scheduled for the school year: Halloween, Christmas, and Valentine's. The building principal must approve other parties. Parties are limited to only those students in the participating class. Siblings are not permitted to attend classroom parties.

Birthday deliveries (i.e.: flowers, balloons, etc) are **not** delivered to the student until 2:45 PM.

Parents are strongly encouraged to send home birthday party or any other party invitations on their own. If the school setting is used to send home invitations, teachers will only allow this to happen if all the students in the classroom are being invited to the party. The only time an exception to this rule will be made is if "girls only" or "boys only" are being invited – then all the girls or all the boys in the class must be invited.

We encourage parents to mail invitations home using the PTO School Directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## **Phone Usage**

Messages to students should be kept to a minimum. A student will not be called to the phone to take the message.

Students may use the phone only with written permission from the classroom teacher. Students may not call home for forgotten lunches, forgotten books, forgotten homework, or forgotten musical instruments.

## **Photographs or Videotapes of a Student**

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the students, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Consent forms will be available at the time of registration.

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## **Physical, Dental and Vision Exams**

Students entering kindergarten (or first grade if entering school for the first time) and students new to Midland Elementary School are required to have a doctor signed physical exam on record in the school office. A copy of this physical exam should be on file no later than October 15<sup>th</sup>. Kindergarten students and new students will not be allowed to attend school after this date if they are not fully in compliance.

Students in kindergarten and second grade are required to have a dentist signed dental exam on record in the school office. A copy of this dental exam should be on file no later than May 15<sup>th</sup> of that school year. For students not in compliance by May 15<sup>th</sup>, the school may hold the child's report card until (1) the parent/guardian presents proof of a completed examination or (2) the parent/guardian presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>.

Students in kindergarten are required to present proof of having been examined by a physician licensed to practice medicine or a licensed optometrist within the previous year no later than October 15<sup>th</sup> of the school year. For students not in compliance by October 15, the school may hold the child's report card until either (1) the parent presents proof of completed eye examination or (2) the parent presents proof that any eye examination will take place within 60 days after October 15<sup>th</sup>.

### **Playground Rules**

Playground rules are made for the safety of our students. Flip flop sandals and clogs are not to be worn on the playground equipment and are not to be worn while participating in most recess activities, such as kickball, jumping rope, ball games, running, four-square.) The following are general rules, but not inclusive.

1. Do not throw any objects (rocks, tire chips, wood chips, sticks, snow) at other students or the buildings.
2. No fighting or name-calling.
3. Only non-contact games are allowed.
4. No snowball throwing.
5. Tag is not allowed on any equipment.
6. NO TOY GUNS OF ANY KIND.
7. Students must have permission to leave the playground.
8. No skates, skateboards, rollerblades or electronic devices.
9. Students are to stay away from the fence and not talk to anyone off of the playground.
10. Flip flops and clogs are not to be worn on the playground equipment.
11. Students should not bring hard baseballs and hard rubber balls to school for play at recess.
12. Outside playground balls are not permitted on the playground before school begins, only at lunch recess.
13. All toys (ie: Match Box cars, tractors, stuffed animals, etc.) should be left at home and are not permitted to be used at school.

### **Recess Outside**

Students will be expected to participate in outside recess unless it is raining, snowing, or the temperature/wind chill is extremely cold. During the winter months, students will go outside if the wind-chill or air temperature is 20 degrees or warmer. Students should be dressed appropriately. If a student has been very ill, a parent may request WITH A WRITTEN NOTE that his/her child stay in one day from recess. Additional days inside will require a physician's excuse to stay inside.

### **Release of Information**

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, person, agency, or organization receive the information, and purpose of the release.

The record custodian of a school shall transfer the records of a student to another school in which the student has enrolled or intends to enroll upon the request of the record custodian of the other school.

### **Response to Intervention (Rtl)**

Response to Intervention (Rtl) is “the practice of providing (1) high quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions.” This means using differentiated instructional strategies for all learners, providing all learners with scientific, research-based interventions, continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners and making educational decisions based on a student’s response to the interventions. (The Illinois State Response to Intervention Plan; January 1, 2008).

Rtl has three essential components:

- Using a three-tier model of school supports
- Utilizing a problem solving method for decision-making
- Having an integrated data system that informs instruction.

Beginning on January 1, 2009, all school districts in Illinois are required by law to complete a district Rtl plan, outlining how individual school districts will meet the needs of all students through the federally mandated Rtl program. During the 2008-09 school year, teachers at Midland Elementary School received training and support through workshops and presentations to learn how to effectively implement this initiative in our school.

Each Rtl Plan of Action should contain the following:

1. A universal screening that is performed three times per year to help determine students who need additional interventions (students who are performing below expected benchmarks). At Midland Elementary, all K-4 students will take the **Measures of Academic Progress (MAP)** three times per year to monitor student progress. After the completion of the screening, a team of teachers and the building principal will analyze the data to determine which students are in need of additional support/interventions.
2. A second group of teachers and the building principal will take the analyzed data and determine which interventions/additional support are appropriate for each student. The team will determine which teacher will be responsible for providing this additional support and when it will occur during the school day. This additional help and support is called a **Tier II Intervention**, and lasts approximately 6-8 weeks. A variety of teachers (classroom, reading specialist, Title I, special education, speech/language therapist) and/or classroom para-professionals will be utilized to provide the additional help and explicit instructional support (Tier II intervention) for students.
3. At this time, a parent will be contacted to inform him/her of the additional support the student will be receiving during the regular school day.
4. At the end of the 6-8 week time frame, teachers will review student progress to determine if the intervention has been appropriate and the student has made sufficient progress, if more Tier II interventions are needed or if the student should be referred for a **Tier III Intervention**, which is more intensive, often individual help for students.

For more information regarding Response to Intervention, you may contact the building principal or visit the Illinois State Board of Education’s website to learn more. [www.isbe.net](http://www.isbe.net).

## **Retention of Students**

**As per school code 105 ILCS: “School Districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to their academic performance. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, Illinois performance tests, standardized testing, and local school criteria.”**

**A student must pass four of the five core (Reading/LA, English, Math, Science, and Social Studies) subjects to be promoted to the next grade level.**

**Parents will be notified in writing by Jan. 31<sup>st</sup> if their student is at risk of retention. A conference with the teacher is encouraged at this time. There will be a second notice at the end of the 3<sup>rd</sup> grading period with final notice at the mid-term progress report of the 4<sup>th</sup> grading period. Still, there may be instances where notification would not come until the final report card day.**

## **Search and Seizure**

The U.S. Supreme Court decision in the case of New Jersey versus T.L.O. on January 15, 1985 stated that school administrators have the right to search a student and his/her personal items (purses, billfolds, jackets, pockets, lockers, book bags, etc.) if they have “reasonable suspicion” that the student has something prohibited by law, school board policy or school regulations.

The search is not a violation of the students’ constitutional right to privacy in school when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

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. Police assistance may be requested.

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.

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.

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.

### **Sexual Harassment Policy**

The following sexual harassment policy was adopted by the Board of Education in September of 1996. The Midland School District #7 believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn and creates an intimidating, hostile learning environment. Accordingly, the School District shall not tolerate sexual harassment of students by other students, students by employees or employees by students.

### **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.

### **Special Services and Other Programs**

Midland Elementary School offers special education services, learning disabilities resource services, speech, occupational and physical therapy, reading and math support through the Response to Intervention initiative, social work services, early childhood special education, and at-risk pre-kindergarten programs.

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 22<sup>nd</sup> 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.

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **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.

### **Student Records-Federal Rights and Privacy Act**

Students and parents have the right to inspect and copy any information contained in either the permanent or temporary record; challenge the contents of either record; and/or receive copies of either record. Students and parents who wish to view their permanent/temporary records must contact the principal to make the necessary arrangements.

New students to Midland School District need to have written release for student records from their transferring school sent to the appropriate building. Health records need to be up-to-date.

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

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

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

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

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

### **Student Privacy Protections**

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.

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.

### **Talented and Gifted (TAG) Program**

A combination of objective measures and professional judgment will identify talented and gifted students for grades 3-8 in Midland District #7. In the initial screening, high ability students will be identified and measured on a matrix using local achievement test scores, aptitude testing and a characteristic checklist. The final selection of students will comprise approximately 5-8% of each grade's total population. After identification, the student will be offered the opportunity to participate in TAG classes. A student may be removed from the program by the TAG teacher or by parent request.

### **Teacher Qualifications**

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

- whether the teacher has met State Certification requirements
- the teacher's college major
- whether the teacher has any advanced degrees and if so, the subject of the degrees

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

### **Theft and Vandalism**

Theft or vandalism to school property, the property of school personnel, or the property of other students is forbidden. The penalty will be suspension from school, restitution or possible referral to the appropriate civil authority.

### **Title I and Parental Involvement**

The school annually has a meeting (Back to School Night/Open House) for all Parents/Guardians, which usually takes place in early September.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to

accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **Weapons at School**

Illinois State Law P.A. 89-371 of the Illinois School code requires students to be recommended to the Board of Education for expulsion if they are determined to be in possession of any items considered to be a weapon or a weapon "look alike" at any school sponsored activity. "Weapon" is defined as "any object which may be used to cause bodily harm." This law includes, but is not limited to, knives, guns, brass knuckles, billy clubs and objects such as baseball bats, pipes, bottles, locks, sticks, pencils and pens which are used in an attempt to cause bodily harm. Any student in possession of weapons, regardless of the reasons for having them and regardless of their size and perceived potential for harm will be suspended for

10 days and recommended to the Board of Education for expulsion. The law allows the Board of Education to expel a student for a period of time not to exceed two calendar years. The Board of Education will determine the appropriate disciplinary action for each case. No student should bring anything to school which may endanger the safety of others or put themselves at risk of being expelled. Midland Elementary School and Midland CUSD #7 will strictly enforce this rule.

### **Vacations**

Students who take vacation during the school term are responsible for all make-up work. Schoolwork must be completed or arrangements must be made with the classroom teacher. Parents also need to notify the principal as soon as possible when a student will be gone. Parents may request homework sent with their child ahead of time, but teacher discretion is used for vacation make-up work. Parents are strongly discouraged from taking children out of school during ISAT testing time (3<sup>rd</sup> and 4<sup>th</sup> grades). ISAT testing is typically held in early to mid-March.

### **Valuables**

Students should not bring money or any personal valuables to school. **Midland Schools will not be responsible for lost, damaged or stolen articles.** Baseball cards and any other popular trading cards such as Yu-Gi-Oh and Pokemon cards are not allowed at school. iPods, MP3 players, Gameboys, Nintendo DS or any electronic devices are not allowed to be used at school. The two exceptions to this rule are these portable electronic devices may be used on the school bus with the driver's permission AND they may be used during a school field trip if the classroom teacher allows the devices to be brought on the bus during the trip. Lockers are provided for the students, but the students are not allowed to bring any type of locks (combination or key) to put on the lockers.

Midland Elementary School is not responsible for the theft, loss or damage to any of these kinds of items.

### **Video & Audio Monitoring Systems**

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.

### **Visitors and Security**

Midland Elementary School promotes a safe and secure environment for its students, teachers and staff members. Parents/guardians and visitors should be aware of the following security procedures:

- Starting at 8:45 am each day, all outside building doors will be locked, with the exception of the doors at the south entrance and the door from the playground leading in the "57 addition" of the school.
- All visitors to our school are expected to check in at the school office and obtain a visitor sticker, which is to be worn and visible while visiting the school. If adults are seen in the building without the necessary identification, they will be directed to the school office to obtain proper identification.

- All faculty and staff members will be expected to wear identification badges when in the building during school hours. Identification badges will be given to substitute teachers and substitute paraprofessionals who are often in our building.
- Children who arrive at school after the start of the school day will be required to be signed in at the office by the parent/adult who brings them to school.

Parent visitors are welcome to come to school but please obtain permission from the principal at least 24 hours before visiting. No visitors are allowed during exams. **ALL VISITORS MUST CHECK IN AT THE SCHOOL OFFICE.**

Parents are strongly encouraged to drop students off at the building door rather than enter the school building to walk the students to their classrooms. This helps to foster independence, responsibility and helps children feel comfortable with the routine of the school day.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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 before leaving the school.

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

### **Weather-Related School Closings**

In the event that school will be dismissed early or cancelled due to inclement weather, local radio and television stations will be contacted as soon as possible to inform parents and guardians. The following television and radio stations will be contacted:

Television stations: WEEK (Channel 25), WHOI (Channel 19) and WMBD (Channel 31).

Radio stations: WIZZ (1250 AM), WSPL (97.7 FM), WLPO (1220 AM), WJAK (99.3 FM), WKOT (96.5 FM), WPEO (1020 AM), WMBD (1470 AM), WWFS (1290 AM), WPBG (93.3 FM), WSWT (106.9 FM) and WCBU (89.9 FM).

Television station websites: [www.week.com](http://www.week.com); [www.ciproud.com](http://www.ciproud.com)

In addition, a telephone message will be sent to all district families via the Alert Now notification system. An automated telephone message will be sent to all parents' phones (home and/or cell) to notify them of the cancellation of school, if necessary. This notification system will also be used to inform parents of the decision to dismiss school early, due to inclement weather.

The decision to close school early due to weather/road conditions is the decision of the superintendent. If school is closed early or is cancelled, all after school-related activities (i.e.: Recorder Club, Young Authors Club, Daisies, Brownies, etc.) are also cancelled for that day.

## **Services Available to Children Ages Birth to 3 Years**

All families with a child age birth to 3 years that is eligible for early intervention services in Illinois are guaranteed rights by federal law.

### **1. Families Have the Right to an Evaluation.**

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. A multidisciplinary team of professionals who examines the child's medical history, development and current abilities does the evaluations. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress and needs.

### **2. Eligible Families Have the Right to a Coordinated Plan.**

Also within 45 days of being determined eligible for services, each eligible child and family should have a written individualized Family Service Plan for providing early intervention services that include the family's resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

### **3. Families Have the Right to Consent.**

Consent or permission must be obtained in the writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services. Parents can choose to refuse a particular service without jeopardizing any other services. Parents may also refuse a service at any time, even after accepting it, without it affecting other early intervention services.

### **4. Families Have the Right to Prior Notice.**

Parents must receive written notice 10 working days prior to any changes in their child's early intervention services. This notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents. Parents must indicate that they have received and understand this prior written notice.

### **5. Families Have the Right to Privacy.**

The law provides for your protection at all times. Any information that personally identifies you, your child or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don't have to give your permission, and refusing will not affect your services.

### **6. Families Have the Right to Review Records.**

Parents may inspect, review and amend records relating to their child and family. They may also request a copy of any records.

### **7. Families Have the Right to Understand.**

All families have the right to receive early intervention information in a manner that they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

### **8. Families Have the Right to Disagree.**

You have the right to file a complaint and have it resolved. If parents and the early intervention service providers disagree, the law provides for a timely resolution with 3 methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents and services providers agree otherwise.

For more information about the Early Intervention Services System, call 1-800-323-4769.

### **Student/Parent Notification of Rights**

Midland Schools are in compliance with the following legislative directives:

#### ***Federal Rights and Privacy Act***

1. Students/Parents have the right to
  - a. Inspect and copy information contained in either the permanent or temporary record
  - b. Challenge the contents of either record
  - c. Receive copies of either record

Students or parents who wish to view their permanent/temporary records must contact the principal to make the necessary arrangement.

2. The following is public information unless the student/parent requests that it not be released:
  - a. Student's name, address, grade level, birth date, and birthplace
  - b. Parents' names and addresses
  - c. Record of school activities and athletics
  - d. Period of attendance

#### ***Sex Equity***

It is the policy of the Board of Education to prohibit unlawful discrimination against students on the basis of sex in the provision of programs, activities, services or benefits and insofar as reasonably possible, the School District guarantees to both sexes appropriate equal access to educational and extra-curricular programs and activities. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form.

#### ***Sexual Harassment***

Sexual Harassment is defined as all forms of unwelcome sexual activity or overtures, and any form of sexual relations between staff and students. In the case of sexual harassment of a student or employee by a student, sexual harassment means

1. Any conduct of sexual nature by a student directed toward another student when (a) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student or (b) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is to be made by the school administration.
2. Any sexual advance by student toward an employee.
3. Any request by a student to an employee for sexual favors from the employee.
4. Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities, (a) of creating an intimidating, hostile, or offensive school environment for the employee or (b) of influencing either the student's grade or participation in any school-sponsored activity.

Sexual harassment prohibited by this policy includes verbal or physical. The terms intimidating, hostile, or offensive as used above include conduct which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school officials informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Violation of this policy will be reviewed by the principal for appropriate disciplinary action.

#### ***Grievance Procedure***

The following grievance procedure can be used by students and staff to resolve Title IX, Title VI, and Section 504 complaints. A grievance is a difference of opinion by a student or group of students involving:

- (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This process is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

## STEP 1

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within 5 days.

## STEP 2

If the problem is not resolved, the grievance should be referred informally to: The building principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

## STEP 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: the District Superintendent. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

**Gang Policy**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good".

Being designated a safe school zone prohibits gang activities, illegal drug use, or the carrying of weapons within 1000 feet of school property. Penalties by the courts are more severe for individuals violating the safe school zone. School discipline policies will also be in effect.

While on school property or at any school related event, wherever held, no student shall participate in any gang-related activity including, but not limited to the following:

1. Shall not wear, possess, use, distribute, display, or sell any clothing and/or head gear including jewelry, emblem, badge, symbol, sign or other things which may be viewed as evidence of membership of affiliation in any gang.
2. Possess and/or use a beeper, portable phone, or any cellular communication device unless authorized by local school officials.
3. Possess and/or use a weapon including switchblades, mace, blackjacks, pistols, revolvers, or other firearms. If a student brings a weapon to school, the student will be expelled for a period of not less than one year. The case will be subject to review by the Board of Education.
4. Solicit and/or recruit others for membership.
5. Participate in and/or incite physical violence.
6. Coerce, harass, and/or otherwise intimidate, threaten, or cause harm to any person or living creature.
7. Use any communication, written, verbal, or nonverbal (gestures, handshakes, etc.) suggesting or showing a membership in, or affiliation with, a gang or secret society.
8. Engage in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing, or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society.
9. Any act or activity which violates any policy of Midland Schools when such an act or activity is taken to further the interests of a gang or secret society.

The local law enforcement agency will be notified of unlawful acts according to the safe school zone. In addition, school policies of Saturday detention, out-of-school suspension, and/or expulsion will be used as a means to correct the problem.

**Parent/Guardian Handbook Acknowledgement**

Dear Parent/Guardian,

Please complete the following form and return it at registration or to the school office on or by the first day of school.

Julie Albers  
Principal

We have reviewed the Student/Parent Handbook with our child(ren) in an effort to promote a better understanding of Midland Elementary School rules and expectations. Our signatures below acknowledge receipt of the Student/Parent Handbook.

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

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Elementary Handbook Changes for 2011-2012

The following items have been added, deleted or changes from last year's student handbook. Please review all sections of the handbook, especially changes that have been made from last year's handbook. Please call the office if you have any questions.

| <b>Item</b>  | <b>Comments</b>   |
|--|---|
| <b>Absences (Excused/Unexcused)/Attendance</b>                 | Clarification in guardian responsibility for attendance                 |
| <b>Accommodating Individuals with Disabilities</b>             | As required by law  |
| <b>Aggressive Behavior/Bullying</b>                            | Clarification of definition and addition of names of complaint managers |
| <b>Animals in the Classrooms/School Grounds</b>                | Clarification of policy   |
| <b>Asbestos Management Plan</b>                                | Updates in dates of re-inspection and surveillance                      |
| <b>Bus Transportation</b>                                      | Clarification of policy   |
| <b>Challenge Procedure</b>                                     | As required by law  |
| <b>Corporal Punishment</b>                                     | As required by law  |
| <b>Diabetes Care</b>   | As required by law  |
| <b>Discipline</b>  | Addition of added violations/responses                                  |
| <b>Discipline Policy Involving Students with Special Needs</b> | As required by law  |
| <b>Due Process</b>   | Clarification in policy   |
| <b>Equal Opportunity and Sex Equity</b>                        | As required by law  |
| <b>Fines, Fees and Charges; Waiver of Student Fees</b>         | As required by law  |
| <b>Food Allergies</b>  | As required by law  |
| <b>Fundraising at School</b>                                   | Clarification on and guidelines   |
| <b>Gang Activity</b>   | As required by law  |
| <b>Homeless Child's Right to Education</b>                     | As required by law  |
| <b>Integrated Pest Management</b>                              | Clarification in policy   |
| <b>Medication</b>  | Clarification in policy   |

