

2015-16 Student Handbook Manhattan School District 114

Superintendent - Mr. Russell A. Ragon (815) 478-0191
Special Education Director – Mrs. Renee Karalus (815) 478-4527

Wilson Creek School
25440 South Gougar Road
Manhattan, IL 60442
FAX (815) 478-6035
Principal – Mrs. Kim Maher
(815) 478-4527

Anna McDonald School
200 Second Street
Manhattan, IL 60442
FAX (815) 478-4035
Principal – Mr. Ryan McWilliams
(815) 478-3310

Manhattan Junior High
15606 West Smith Road
Manhattan, IL 60442
FAX (815) 478-6094
Principal – Mr. Ron Pacheco
(815) 478-6090

To Report School Absence
Call 478-4527 x 1 before 8:45 AM
12:15 PM For PM Kindergarten

To Report School Absence:
Call 478-3310 x 1 before 8:45 AM

To Report School Absence:
Call 478-6090 x 1 before 8:00 AM

Board of Education

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Mr. Dan DeCaprio	Vice-President
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Board of Education Meetings

The District 114 Board of Education meets at 7:00 PM on the second Wednesday of each month. Meetings are held in the Wilson Creek Elementary School commons (except as noted), 25440 South Gougar Road, Manhattan, Illinois. **The regular meeting schedule for 2015-15 can be found on the school district website.**

Message from the Superintendent

Your child's education is important to you as well as all of us at school. We are committed to developing each student to the maximum potential. Our curriculum is geared to teach the basic skills and yet provide opportunity for enrichment. Along with this we strive to help students achieve social skills for becoming good citizens. We feel that Manhattan School District 114 has been successful and with your continued support and cooperation we will improve. We hope you find this handbook most helpful. It was prepared to acquaint parents and students with general routines and expectations of the district schools and summarize School Board policies governing the district. Compliance with policies is expected. Do note that the handbook may be amended during the school year without notice, however every effort will be made to inform parents of any changes. School Board policies are available to the public at the district office and at www.manhattan114.org. I hope your child has a great year!

Mission Statement

The Staff, Administration and Board of Education of Manhattan District 114 are committed to promoting excellence in student achievement and student behavior enabling children to become successful life-long learners.

Philosophy

We believe that the chief purpose of the school is the all-around development of each child as an individual and as a citizen.

We believe that it is our duty as teachers to so train pupils that they may learn to live together peaceably, cooperatively and efficiently as intelligent individuals in an increasingly changing world.

We believe in a democratically operated school system at all levels. Pupils will learn the democratic way only as they have a chance to share it.

We believe that the school should help develop in its pupils a strong sense of sound American patriotism together with a full understanding of the liberties and responsibilities, which come under citizenship.

We believe that community understanding, interest and cooperation are necessary for the continuing success of any desirable school program.

We believe that good classroom order and a healthy, cooperative working atmosphere are essential to the effective conduct of any class.

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Accidents

Every effort is made to prevent accidents. However, should an accident occur at school, these procedures are followed:

1. First aid is given if necessary.
2. The parent or guardian is notified if the accident warrants parental attention.
3. If warranted, emergency medical assistance will be sought.
4. An accident report is filled out.

If the family or guardian cannot be notified, school staff will attempt to procure the services of the family physician. Parents should make sure that the school has the necessary information to reach a parent. If a parent is unavailable, we will contact the name and number of a relative or close friend that is on file. Please keep this information current with the school office personnel.

Address Changes

Change of address, home & cell telephone numbers, and other school related information should be reported to the school immediately to facilitate communication with a parent in case of illness or accident.

Admission of Pupils

Manhattan School District #114 requires that all students attending District #114 schools be a bona fide resident of the district. To be a bona fide resident, a student must be living with a parent or approved guardian with legally acceptable custody and control documents who is a resident of the district. At the time a student is registered, parents or guardians will be required to provide two documents showing proof of residency. These could be, but are not limited to: property tax bill, mortgage papers, signed and dated lease, drivers license, vehicle registration, utility bill, or credit card bill.

A legal birth certificate (a hospital certificate is not sufficient) and health examination are required upon entering school. Children must be five (5) years old on or before September first to enter kindergarten. New pupils must present evidence of grade placement. The school will request complete records be sent from the former school.

Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the district rolls immediately. Parents or guardians making fraudulent registration will be charged the per capita tuition for the time the child has attended.

Per School Board policy 6:140, each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

Appointments - Medical, Etc.

If it is necessary to take students out of class, please send a note with them that day stating the time they are to leave for the appointment. Parents are asked to report to the office to pick up their child. Upon returning, the student must report to the office. Please try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday.

Athletic and Extra Curricular Activities

Attendance

Students must be in attendance at least one-half (1/2) of the school day in order to participate in an activity.

Athletic Awards

Athletes must end the season in good standing to be eligible for athletic awards and letters.

Eligibility

Students must have, on file, a physical form issued by a licensed physician no more than one (1) year preceding the tryout, practice or contest. The physical form must be on file before the first day of try-outs. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year the eligibility check shall begin the week prior to the first contest of an activity. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Grades shall be cumulative for the school's grading period. Three (3) cumulative ineligibilities will result in dismissal from the sport. All athletes are expected to attend all practices. Only illness, injury and exceptional cases will excuse an athlete from practice. Vacations are unexcused. Two (2) unexcused absences will result in dismissal from the sport. Detentions: Four (4) separate detentions will result in dismissal from the sport. Two (2) ASDA or One (1) suspension will result in dismissal from the sport.

Expectations

Each extra curricular activity offered by Manhattan School District 114 will have its own set of unique expectations. Each coach or sponsor will share these with students and parents in written form. Parents and students are expected to read and adhere to these expectations. Failure to do so could result in removal of the student from participation.

Leaving an Extra Curricular Activity

The school district personnel believe, when parents or guardians send children to school for an activity, parents believe that children are in fact at school for the entire time of the activity. Therefore, students are encouraged to stay at the activity until

it ends in an effort to reasonably insure the parental/guardian expectation. The staff has adopted the following policy: Students will not be allowed to come to an activity, leave the school property, then return to school property to obtain a ride. Violation of this guideline will result in social suspension. (**See Social Suspension**)

Picking Up Students from an Extra Curricular Activity

Students should be picked up within twenty (20) minutes of the posted ending of an activity. A reminder will be issued upon the first late pick up. The second late pick up will result in the student not being able to attend the next "like" activity. The third failure to pick up on time will result in the suspension of activity privileges. Parents or guardians are encouraged to pick up their children after activities and not allow them to walk home.

Sportsmanship

In accordance with School Board policy 8:40, all students and spectators will set an example of good sportsmanship at all times. Participating in the athletic program is a privilege providing the athlete is willing to assume certain responsibilities.

1. Display high standards of social behavior.
2. Display outstanding sportsmanship and a real spirit of cooperation
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. Use language, which is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the field.

Transportation

Team members must ride the bus to and from an activity unless a written note signed by the parent or guardian is given to the coach. A participant wishing to ride home with another participant's parent or guardian must have a note signed by his or her own parent or guardian stating that it is acceptable to do so.

Attendance

Attendance Procedures - State Law

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of six (6) and sixteen (16) years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term." This statement places responsibility for daily attendance with the parent or guardian of the student. The Manhattan School District faculty recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times tends to inhibit a student's opportunity to learn.

Upon returning from an absence, it is the student's responsibility to acquire and complete all make-up work.

Parents are required to call the office each day a student is absent. An answering machine may receive calls. If the absence is caused by a contagious disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, pneumonia, eye infections, strep or staph infection), the school should always be notified by the parent along with a doctor's confirmation of the disease contracted.

Special Request

If a child must stay indoors for recess, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

Inclement Weather

Our policy allowing children to enter the building before school and for deciding whether to have indoor recess is as follows:

1. TEMPERATURE - If the outside temperature feels like fifteen (15) degrees or less or one hundred (100) degrees, students will be kept indoors.
2. RAIN - Children are kept indoors.
3. SNOW - Children will go outside unless the snow is extremely wet, or the temperature feels like fifteen (15) degrees or less.
4. ICE - Children will be kept indoors unless there is sufficient playground area free of ice.
5. OTHER - One of the more difficult choices to make is whether there is too much mud or standing water to allow the children to go outside. Often the playground is fine until the children begin playing, and the temperature rises a few degrees. All teachers have the authority to bring the students indoors if the playground becomes too wet, muddy or cold.

Reporting Student Absence

1. We care about the welfare of the children and want to ensure their safety as much as possible. In order to do this, we need your cooperation. We ask that you adhere to the following:
Call the school each day that your child is absent at 478-4527 x 1 for Wilson Creek, 478-3310 x 1 for Anna McDonald or 478-6090 x 1 for the Junior High School. The call should be before 8:00 AM (12:15 PM for afternoon kindergarten).
2. When calling in the absence, please provide the student's name, grade and the reason for absence. We also want the name of the person calling.
3. Calls will be accepted only from the parent or a supervising adult.

4. When a student returns to school following an absence, the student must bring a note signed by the parent or guardian stating the date of and reason for absence **ONLY** if the parent or guardian has **NOT** contacted or been contacted by the school to report the reason for absence. Present the note to the office on the day of return. **Failure on the part of the parent or guardian to explain an absence, either by telephone or note, will result in the absence being unexcused.**

Tardiness

Students are expected to be at school on time and punctual to each class during the school day. Accumulation of tardies will result in disciplinary action.

Truancy

Truancy is defined as: absence from school with or without the knowledge and consent of the parents, leaving school before the end of the day without permission, or staying out of class without permission. Whoever has custody or control of any child between the ages of six (6) and sixteen (16) years, physically or mentally able, shall cause such child to attend some public, parochial or private school in the district where the child resides the entire time it is in session during the regular school year. Absences, which are in violation of the compulsory attendance law, will result in the school contacting the truancy officer. Refer to school board policy 7:70 for additional information regarding attendance and truancy.

Bus Regulations and Conduct

The school bus is the safest form of transportation in the country. The construction of the vehicle and the training of the driver ensures protection for millions of students over millions of miles. A student is statistically, safer in a yellow school bus than your family car. A goal of District 114 is to provide safe bus transportation to and from school for students who qualify. We expect that students and parents will familiarize themselves with the following information and observe these guidelines and regulations. The driver is in full charge of the bus and passengers at all times. All school rules and consequences noted in the discipline section of the handbook are applicable while waiting at the bus stop, boarding the bus, riding, and disembarking from the bus. In addition, failure to comply with the Conduct for Students may result in disciplinary action by school administration.

Although District 114 tries very hard to accommodate parents with childcare issues, we receive a number of requests for transportation beyond these issues. Due to overcrowding on buses, we cannot accommodate requests for birthday parties, play dates, social get-togethers, and/or after school gathering.

Childcare requests and daily changes of bus stop other than assigned should be put in writing. Parents and guardians should send requests addressed to the teacher. Information is then forwarded to the bus drivers. A request in writing helps ensure the safety of children.

Reminder

Passing a school bus with the stop sign extended is against the law. Motorists should take special care, on and off school grounds, when buses load and unload students. Never pass a bus with the stop sign extended and the red flashing lights activated. Also, electronic visual and audio recordings, per school board policy 7:220, may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings will be in compliance with State law and the Illinois Department of Transportation, Division of Traffic Safety.

Weather Delays

In case of inclement weather conditions (fog, ice, etc.), buses may be delayed one (1) hour. Call the district number (815) 478-6093 or the school building phone number and press five (5) for up-to-date closing information. Additional information can be found at: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, CLTV Cable & www.emergencyclosings.com. The ConnectEd service may also be utilized to notify parents of any school / bus related changes.

Walk Zones

Wilson Creek School students residing in Leighlinbridge subdivisions are within one (1) and one-half (.5) miles of Wilson Creek School and must walk to school unless parents pay for busing. Anna McDonald School students residing within six (6) blocks of the school are within one (1) and one-half (.5) miles of Anna McDonald School and must walk to school unless parents pay for busing. Manhattan Junior High students residing in Foxford or Ridgefield subdivisions are within one (1) and one-half (.5) miles of Manhattan Junior High and must walk to school unless parents pay for busing.

Fees

Students residing less than one (1) and one-half (.5) miles from school will be allowed to ride a bus for a fee, paid at the time of registration. There is no charge for students who live in a designated serious safety hazard area. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Conduct for Students

RIDING THE BUS IS A PRIVILEGE FOR STUDENTS. THE ADMINISTRATION OR BOARD OF EDUCATION HAS THE LEGAL RIGHT TO DENY A STUDENT TRANSPORTATION IF HIS/HER CONDUCT WARRANTS SUCH ACTION. IF

SUCH ACTION IS TAKEN, THE PARENT(S) IS RESPONSIBLE FOR THE STUDENT'S TRANSPORTATION TO AND FROM SCHOOL.

1. Be on time at the designated school bus stop, five (5) or ten (10) minutes early.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop, the arm is fully extended and the door has been opened.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times.
8. Be absolutely quiet when approaching a railroad crossing.
9. Do not tamper with the bus or any of its equipment.
10. Throwing objects in or out of the bus at any time is prohibited.
11. Assist in keeping the bus safe and sanitary at all times.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Be courteous to fellow pupils and the bus driver.
14. Help look after the safety and comfort of small children.
15. Do not ask the driver to stop at places other than the regular bus stops.
16. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the high way where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on trips under school sponsorship as you would observe them between home and school. Respect the wishes of the chaperone appointed by the school.
18. No consumption of food or beverage, unless authorized by the bus driver.
19. Students are not allowed to change buses unless approved by the administration.
20. Payment of damage incurred to the bus by students is the responsibility of the parent.

Consequences

Inappropriate bus behavior may result in, but is not limited to: verbal warning, parent contact, student conference, student contract, conflict resolution, assigned seat, loss of privileges, detention, bus suspension, ASDA, suspension and expulsion.

Child Custody

Custody of children has been a frequent concern of the schools. In order to prevent confusion over this issue, the parent with custody should fully inform the school office as to who may and may not sign out students and is authorized to sign permission slips and placement requests. It is absolutely mandatory that we have court documentation that the person with whom the child is living has legal guardianship of the minor child.

Computer Network Use Policy

Manhattan School District 114 makes available to all students computer, network, and Internet access. The use of the District's network and equipment to access the Internet is a privilege, not a right. Inappropriate use of the network, its equipment or the Internet will result in cancellation of that privilege. Parents and guardians of students are responsible for conveying to their children the standards for use that follow.

Acceptable Uses

Through the use of the District's network and equipment, students can access the Internet to locate hundreds of resources, databases, libraries, images and computer services from all over the world. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner for appropriate educational uses only. All student use of the District's network, equipment, and the Internet must promote educational excellence by facilitating resource sharing, innovation, and communication; or support education and/or research, and be in furtherance of the educational mission of the District.

Unacceptable Uses

Any use which disrupts the orderly operation, threatens the integrity or the efficient operation of the District's network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; or constitutes gross disobedience or misconduct is an unacceptable use. **The failure of any student to follow the terms of the Acceptable Use Policy will result in the loss of privilege to access the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including expulsion, and/or appropriate legal action.**

Unacceptable uses of the District's network specifically include, but are not limited to:

- Using the Internet to disclose personal information such as full name, home address, age, telephone number, or any personally identifiable data (photographs), of oneself or any other person;
- Using the Internet to harass, insult, threaten or attack others (cyber-bullying);
- Using the Internet to access, submit, send, publish, or display any e-mail, instant messages, documents, or other communications that are abusive, obscene, profane, sexually oriented, lewd, vulgar, threatening, racially offensive, harassing, defamatory, or inaccurate;

- Using the Internet to subscribe to or purchase services or products through the Internet;
- Using the Internet to access gambling sites;
- Engaging in any Internet activity that violates Board or administrative policy or directive, local, state, or federal law;
- Downloading unauthorized software;
- Loading unauthorized software;
- Engaging in plagiarism or copyright infringement;
- Entering chat rooms and using direct electronic communications (Instant Message services)
- Using technology for financial or commercial gain, or for promoting political views.
- Visiting any social network site

Installation of Software

No user may install software on District owned hardware or the District system. All users are required to report the existence of any unauthorized software on individual computers or the network.

Privacy Statement

There is absolutely no expectation of privacy when using the District's network, equipment, e-mail system, or the Internet. All communications and documents stored on, or sent to or from the District's network may be monitored by the District.

Vandalism

Vandalism is defined as any deliberate or intentional attempt to harm or destroy District technology, the District's network, or its equipment or data and is strictly prohibited. Students who vandalize will lose access to the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including suspension, and/or appropriate legal action.

Some examples of vandalism include, but are not limited to:

- Changing the computer system settings, altering the screensaver or desktop image, or uninstalling programs;
- Modifying, destroying, or corrupting the data of another user or the District network;
- Modifying, destroying, or corrupting District equipment or software;
- Creating and uploading of computer viruses;
- Using another's access privileges, password or accounts or attempting to gain unauthorized access to network resources.

In the event that district-owned equipment becomes damaged or disabled due to normal usage, the student must immediately notify the teacher.

No Warranties

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by an individual such as the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at one's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization. The District will cooperate with local, state and federal authorities in any investigation concerning or relating to any illegal activities conducted through District 114's technology.

Internet Safety

The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by the students themselves. Manhattan School District 114 strongly recommends parents and guardians discuss the Internet Safety suggestions with their students.

Bring Your Own Technology (BYOT) Program

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and Personal Technology; Usage and Conduct* for staff and 7:190,

Student Discipline for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Discipline*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

Conferences – Parent / Teacher

Formal Parent-Teacher Conferences are scheduled by the district annually upon completion of the first grading period. Parents and school personnel may also arrange a conference at any time during the school year.

Problems concerning classroom procedures

1. If a problem should arise in your child's classroom, first contact the teacher to set up a time, convenient to both parties, to discuss the problem.
2. If the problem is not resolved, a meeting will be held including the parent, teacher and principal.
3. If the problem is not resolved at step two (2), the principal may choose to arrange a meeting with the superintendent.
4. If the problem is not resolved at step three (3), the superintendent may choose to place the problem on the school board agenda.

The above steps should be followed, in sequence, by parents, teachers, and administrators. In the event that the steps have not been followed in sequence, reference to step one (1) will be made.

Crisis Intervention Plan

District 114 personnel have developed a pro-active plan that prepares the school to respond in the event of a tragedy. Examples of tragedies pertain to such events as sudden, tragic or multiple deaths of students or staff caused by an accident or illness, a natural disaster or an act of violence that threatens the welfare of those attending the school. The plan provides a way to assess the needs of students and staff as well as to assist in organizing building, district and community resources should they be needed.

Discipline Philosophy

This section of the handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this section.

Aggressive Behavior, Bullying, & Harassment of Students

Per School Board policy 7:20 & 7:180, the school 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

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

COMPLAINT MANAGERS:

Name	Name
Address	Address
Phone Number	Phone Number
Email Address	Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Expectations for Student Behavior

All students are entitled to the most appropriate education possible, and should be provided a learning environment that allows them to perform at a high level. Students are encouraged to incorporate the following rules for success into their day:

1. Respect yourself.
2. Respect others.
3. Come to school prepared to learn and do your best.
4. Keep our school clean and safe

- Share your point of view as long as it does not interfere with the rights of others.
- Learn to make decisions
- When appropriate, to be disciplined in private
- Be informed of the school disciplinary code

Student Responsibilities:

The following behaviors are expected of all students:

- Be prepared to learn
- Pay attention
- Be truthful
- Complete daily assignments
- Be prompt
- Allow others to learn without distraction
- Cooperate
- Respect your peers and adults
- Follow all school rules in school and school related activities
- Be considerate of others' feelings
- Accept others' differences
- Handle conflicts in a peaceful manner
- Respect others' property
- Reject use or possession of weapons, drugs, alcohol, and tobacco products
- Reject involvement in gangs or gang-related activities
- Leave school in a timely manner

Student Rights:

- Learn
- Be protected from physical or verbal abuse
- Receive help with your studies

Parents Responsibilities:

"A child educated only at school is an uneducated child."

- Ensure regular attendance
- Understand the responsibilities of the teachers and administrators, who take the place of the parent during the school day
- Support the rules of the school, the district and the community
- Safeguard your child's health by making sure that he/she goes to the doctor and dentist regularly
- Attend open house and school conferences
- Plan a time and place for your child to do homework
- Talk with your child and his/her teachers about school and progress reports
- Cooperate with the school regarding the discipline and dress codes
- Promptness in dropping off and picking up your child

Parent Rights:

- Expect a classroom atmosphere that allows education to take place
- Share in parent organizations and other school activities.
- Receive periodic reports on your child's progress in learning

- Expect communication regarding disciplinary actions when appropriate
- Be respected by students and staff
- Request classroom teacher qualifications

- Deal with disciplinary problems firmly, impartially and in a timely manner
- Promote student self-discipline
- Help with discipline outside of the classroom- in the halls, the restrooms and on school ground

Teacher Responsibilities:

- Provide classroom climate conducive for learning to take place
- Respect all students and parents
- Communicate with staff, parents, and students, especially about class work and discipline
- Enforce the rules of the school consistently and fairly

Teacher Rights:

- Expect students to behave properly
- Expect daily assignments to be complete and on time
- Be respected by students, parents and other staff
- Expect communication between home and school

General Standards of Good Conduct by Students

While on school premises, riding on school buses, or at any activity whenever the conduct, activity, or event bears a reasonable relationship to school, students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our School District and the school attended. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

If a Student Chooses to Misbehave

Misbehavior at times is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn. However, some students have medical conditions that lead them to misbehave and these circumstances are certainly taken into account when evaluating a situation in which misbehavior has resulted. For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline as necessary which may include suspension and expulsion. Such a determination is to be made based upon the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of the penalty to be imposed, and the student's interests. Consequences typically become more restrictive as the behavior persists. If a student chooses to misbehave the following consequences will usually be followed based on individual circumstances.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any district complaint manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitution, State or Federal Statute, School Board policy, or other complaints outlined in school code 2:260.

Equal Educational Opportunities

Equal educational & extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, or actual or potential marital or parental status. Further, the school district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*.

Categories of Offenses

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt at any of the prohibited activities, whether or not on school property, that is neither conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly. Corporal punishment is prohibited as a means of discipline.

Level I

As a general rule, the following consequences will be implemented for Level I infractions. Teachers will respond based on the circumstances and the actions of the student(s). Consequences become more restrictive as the behavior persists. Level I infractions may include, but are not limited to:

- **Bus Safety Violation:** Any behavior that violates the bus safety rules – See Bus Regulations and Conduct
- **Cheating:** Dishonesty while completing school work, plagiarism, and/or falsifying or altering records
- **Classroom Disruption:** Any negative behavior that tends to disturb or endanger the educational process and/or the people involved – this includes behavior in classrooms, cafeteria, restrooms, hallways and school grounds during the school day and at school events
- **Consumption of Beverage or Food:** Prohibited unless authorized by staff member
- **Disrespect:** To insult, use derogatory names and/or dishonor, in any manner, verbally or in writing, a member of the school staff or student body
- **Gambling:** To play a game for money or property, to bet on an uncertain outcome
- **Graffiti:** An inappropriate inscription or drawing on any surface
- **Insubordination:** The willful failure to respond or carry out a reasonable directive by authorized school personnel
- **Missing Assignments:** Failure to complete assigned work

- **Physical Contact:** To push, shove, or engage in rough play
- **Profanity:** Obscene language or material, racial profanities, gestures (written, drawn, acted or spoken)
- **Student Attire:** The administration and faculty feels that the attitude and behavior of the students are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for a school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school and the student may be asked to call home for a change of clothes. The following rules apply to dress:
 - Clothing is to be worn as intended.
 - Outerwear is not to be worn in school.
 - Extremely short or tight shorts/skirts will not be allowed. Shorts or skirts should not be shorter than the fingertips when arms are hanging at the students' sides with the fingertips extended.
 - Clothing exposing mid-bodies, clothing, which is "see-through" in nature without appropriate undergarments, or other clothing which is deemed immodest or distracting by the school administration are not to be worn. If skin is revealed when students' arms are raised, it is too short.
 - Shirt straps must be a minimum of two fingers wide.
 - Head coverings such as hats, hoods, bandannas, etc. are not to be worn in the building.
 - Clothing and/or jewelry with inappropriate and/or offensive materials on them will not be worn.
 - Items which promote negative religious and/or racial undertones
 - Items which promote alcohol, tobacco, or drug advertisements
 - Items which promote obscene, vulgar, or profane words, or pictures
 - Items which promote violence or gang activity
- **Tardiness:** The act of unexcused lateness to school, class, homeroom, or any other part of the student's schedule
- **Unauthorized Possession of Electronic Devices:** Designed for entertainment, such as hand-held games, CD players, and radios

Consequences may include, but are not limited to: Verbal Warning, Student Conference, Classroom Isolation, Parent Contact, Social Work Referral, Student Contract, Conflict Resolution, Loss of Privileges, Detention or Office Referral.

Level II

These problems require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level II infractions may include, but are not limited to:

- **Chronic & Repetitive Violations of Level I Offenses**
- **Dangerous Instrument:** Using any item in a manner to threaten and/or inflict harm to others
- **Failure to Serve Detention**
- **Fighting:** Mutual combat in which both parties have contributed to the conflict by provocation or physical action including such acts of striking, kicking, or slapping
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Inappropriate Display of Affection:** Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate
- **Misuse of the Internet:** See Computer Network Use Policy
- **Obstruction of an Investigation:** Students willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving false information
- **Solicitation:** Unauthorized selling or trading
- **Theft:** Taking, removing, or possessing, without permission, property belonging to others
- **Tuancy:** Absence without valid cause during the school day or a portion thereof
- **Unauthorized Possession of Electronic Devices:** Including cell phones, pagers and pointers, unless authorized by building Principal. If cell phones are brought to school, they are to be turned off upon entering school and remain in the student's locker and/or out of sight during school hours. Any violation of School Board Policy 7:190.

Consequences may include, but are not limited to: Social Work Referral, Detention, Alternative School Day Assignment, Social Suspension, Suspension, or Expulsion.

Level III

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees and other person. Level III infractions may include but are not limited to:

- **Arson:** The malicious burning of property
- **Assault:** A verbal, written, or physical attempt to do violence to another
- **Battery:** Body contact with the intent to do harm
- **Chronic & Repetitive Violations of Level I & Level II Offenses**
- **Drug & Alcohol:** Any violation of School Board Policy 7:190
- **Extortion:** To obtain from a person by force or threats
- **False Alarm:** The act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe
- **Fireworks:** Pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned or produce a loud noise or lighting effect

- **Gang Activity:** Any violation of School Board Policy 7:190
- **Gross Disobedience:** Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- **Tobacco:** Use, possession, purchasing, and/or distributing of smoking materials, electronic cigarettes, snuff, chewing tobacco, and/or matches and lighters are not permitted on school property and will be confiscated from students by any school employee. Possession of tobacco is in violation of a Manhattan Ordinance. A referral to the police liaison officer will be made. Any violation of School Board Policy 7:190
- **Weapons:** Any violation of School Board Policy 7:190

Consequences may include but are not limited to: Alternative School Day Assignment, Suspension, Recommendation for Expulsion up to two (2) years from District 114, Contact of Law Enforcement.

Definition of Consequences

Detention – A period of time assigned by a school staff member for the purpose of remediation of academic or behavioral problems. Students must have their copy of the detention slip signed by a parent/guardian and present the signed slip at the time the detention is served. Detentions are typically assigned to be served the following school day for a period of forty (40) minutes. Failure to properly serve or misbehavior in a detention may result in further consequences including additional detentions, ASDA, social probation, or suspension. Junior High students who receive more than four (4) detentions within a marking period will receive a social suspension and lose his/her special privileges for four (4) consecutive weeks. Students serving detentions will be expected to bring work with them. Parents are expected to provide transportation home.

MJHS Alternative School Day Assignment (ASDA) – When a student assigned to ASDA by the administration, the student is scheduled in the ASDA room where he/she is directly supervised throughout the school day. The student is expected to complete his/her normal school work, credit is given for this work, and the student is considered present at school. The following rules and procedures apply to ASDA:

1. Students assigned to ASDA will report directly to the ASDA room upon reporting to school, and will be dismissed at the end of the school day.
2. Students will not be allowed to leave the ASDA room until the end of the school day.
 - o All necessary textbooks and materials must be brought with the student.
 - o Breaks will be allowed to the washroom.
 - o Lunch will be eaten in the ASDA room. Students may bring or purchase a lunch.
 - o Each student is responsible for keeping his/her own work area clean.
 - o There will be no talking or moving about the room without the supervisor's permission.

MJHS Social Suspension - Social suspension will result when the following occurs during one (1) grading period: four (4) detentions, or one (1) ASDA suspension. Beginning immediately and lasting for four (4) school weeks, a student on social suspension will be denied the opportunity to attend or participate in the following:

1. School sponsored social activities
2. Assemblies
3. Athletic contests
4. School dances
5. Field trips

Parents of students who are issued a social suspension will receive a letter from the administration. Students involved in serious and/or repeated misbehavior may find further action considered by the administration or Board of Education.

Suspension – Authorization has been delegated to the building level administration to temporarily remove students from school and/or bus for a period not to exceed ten (10) school days per incident.

Suspension or Expulsion by the Board of Education – The removal of a student from school, bus and all school related activities for a period in excess of any administrative suspension, by the Board of Education, not to exceed two (2) calendar years. A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Due Process Procedure - The District affords a due process appeal procedure for suspensions and expulsions in accordance with School Board Policies 7:200 and 7:210. Students enrolled in special education are afforded due process in accordance with School Board Policy 7:230.

Search & Seizure – To maintain order and security in the schools, per School Board policy 7:140, school authorities are authorized to conduct reasonable searches of school property & equipment, as well as of students and their personal effects. "School Authorities" includes school liaison police officers.

Emergency Plan

School and civil defense authorities have adopted a plan for emergency situations that could occur during school sessions. The comprehensive plan sets up definite safety procedures to be followed in the event of fire, severe weather, tornado, enemy attack, civil insurrection, bus accident, school shooting, etc.

District 114 personnel have detailed instructions on how to evacuate or take cover depending on the nature of the disaster. In the event of emergency conditions at dismissal time, the principal or designated person will render a decision to have pupils remain at school until conditions improve or parents come to pick up students.

School Closing

Plan A

In the event of school closure for emergency situations, pupils should have designated homes to report to if the parent is not at home. Buses will run as usual. School closing due to extreme weather conditions or emergency will be announced over the following stations: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, & CLTV Cable. The Manhattan School District ConnectEd communication program may also be implemented to contact and notify families of emergency information.

Parents may also call any of the three schools for up to date information.

If it is necessary to close school during the day, parents will be notified. Please make sure your child knows exactly what to do if an emergency occurs.

Plan B

If weather conditions permit, we will implement the following plan:

1. School will start one hour later.
2. Buses will run one hour later than usual.

Fees

Assignment Notebook

Each family / student that attends Anna McDonald or Manhattan Junior High School is responsible for purchasing an official Manhattan School District planner at the time of registration. Planners will be distributed during the first week of school.

Book Rental

Students are responsible for the care of their books and must pay for any damages beyond ordinary wear, or for loss of the books.

Bus

A fee, per child, will be collected at time of registration for those students residing less than one (1) and one-half (1/2) miles from school or who do not live in a designated hazardous area and wish to ride a bus to and from school. Students must be signed up for the entire school year and payment is made at time of registration.

Milk

Milk will be supplied on a daily basis to kindergarten classes only at a cost payable at time of registration.

Physical Education Uniform

Manhattan Junior High uniforms are required for all junior high students. Gym shirts and gym shorts may be purchased during the first week of school from the physical education teachers.

Room Parties

Kindergarten through fifth grade students' pay a fee for room parties held throughout the year. This fee is established by the Parent Teacher Organization.

Recorder

Third grade students must purchase a recorder for music class.

Rental of Band Instruments

Band instruments may be available to rent. Please check with the band director.

Science

To insure student safety, safety goggles are required of all junior high students. Goggles may be purchased during the first week of school from the science teacher and should be kept for three years.

Waiver of Student Fees

The Superintendent will recommend to the Board of Education for what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are made available. A student shall be eligible for a fee waiver when:

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

Additional information can be found under Manhattan School District 114 School Board policy 4:140.

Field Trips

Written permission or signed permission slip by a parent or guardian is required for participation in all field trips. Payment for attendance will be collected at time of trip.

Fire, Disaster and Bus Drills

Fire, disaster and bus drills are held at various intervals during the school year. Assuring safety for each child allows no time for getting wraps or personal belongings. However, care is taken so that needless, uncomfortable exposure does not occur. Any person who falsely activates a fire alarm may be suspended or expelled from school. In addition, the school administration may notify the proper authorities and may press charges against the person. It is a violation of civil law to activate a fire alarm without just cause.

Food Service

Cafeteria staff serves a hot, nutritious and healthy meal every day. Hot lunch includes one half pint of milk. Lunch money should be deposited into each child's account through HomeLogic. Parents have access to their account 24/7 and should check the account as often as necessary to ensure there are adequate funds to cover the purchase of lunches ordered. The school district will make an earnest effort to contact parents should lunch accounts incur negative balances. In the event an account is negative, a student may not purchase or receive a hot lunch until the funds have been deposited to cover the debt and future purchases.

Free or Reduced Lunch

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to; (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information. The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance. Appeals should adhere to school board policy 4:130.

Grade Placement

When students transfer from other schools to District 114, we have found that performance levels do not always match grade placement. In order to ensure the best possible placement for all students who enter our schools, several screening tests may be used. These tests measure student achievement in some basic skill areas and help us determine proper placement for new students. Should test results indicate a need for changing the students grade level placement, a staffing will be conducted to share all data collected with the students parents/guardians.

Grades – Plagiarism Policy

Plagiarism is dishonest and should be avoided in all course work. Research papers are a very important part of the English curriculum. Thus, it is critical that students submit work that is according to the specifications and guidelines for research and is not plagiarized. Students who plagiarize any one part of the research assignment will receive a "0" for the entire assignment and will have no opportunity to make up the work. Plagiarism includes:

- a.....Failure to give credit to the appropriate source for the material that is directly copied quoted or paraphrased (including homework).
- b....Use of other's work as one's own.
- c... Use of other's ideas as one's own.

Because it is a serious offense and will be treated as such by the faculty, students should avoid all forms of plagiarism in written and oral work. Students are likely to receive no credit for plagiarized work and no makeup privilege.

Grading System

LETTER	WORK	PERCENTAGE	GRADE POINTS
A+	Excellent	100 - 98	4.333
A	Excellent	97 - 93	4.000
A-	Excellent	92 - 90	3.666
B+	Good	89 - 87	3.333
B	Good	86 - 83	3.000
B-	Good	82 - 80	2.666
C+	Average	79 - 77	2.333
C	Average	76 - 73	2.000
C-	Average	72 - 70	1.666
D+	Below Average (but passing)	69 - 67	1.333
D	Below Average (but passing)	66 - 63	1.000
D-	Below Average (but passing)	62 - 60	0.666
F	Failure	Below 60	0.000
I	Incomplete	If an Incomplete is given, a student has four weeks to complete the work before becoming an F.	

Honor Roll

The Honor Roll is established for students in grades six through eight and is divided into two (2) categories:

High Honors..... 3.5 - 4.0

Honors..... 3.0 - 3.49

The Honor Roll is based upon grade points and the points totaled for:

1. Reading
2. English
3. Science
4. Mathematics
5. Social Studies
6. Physical Education
7. One of four (4) cycle classes

The total points are then divided by seven (7). An F grade in any subject will eliminate a student from the honor roll.

Report Cards

The school year is divided into four (4) nine-week grading periods. A report card of your child's progress will be posted on line following each nine (9)-week quarter. A reminder will be sent home to parents, notifying them when grades have been posted. Every parent is provided a username and password to access HomeLogic. Parent-teacher conferences will be held in grades kindergarten through eight after the first grading period. Grades at the end of the school year will be available for viewing/printing for one (1) week after the last day of the school term due to beginning the process of rolling the information for the new school year and building new class rosters. All student grades will then be viewable in TRANSCRIPTS.

Health

District 114 provides health services. Services include health supervision, health instruction, consultation with parents, teachers and special service personnel, vision and hearing screening and follow-up, first aid care, and supervision of medication administration.

Communicable Diseases

Communicable diseases are defined as diseases that may be transmitted directly or indirectly from one (1) individual to another. In the school setting, it is our responsibility to refer any child suspected of having a communicable disease to his/her doctor for diagnosis. If your child has been diagnosed with a communicable disease, we ask that you call and/or write to the school and inform us. The local health department sends a handbook to each school district regarding procedures for handling communicable illnesses. Manhattan School District 114 follows the instructions set forth by the Health Department.

The Illinois Department of Public Health recommends that your child stay home when the following conditions occur:

1. **Fever** - Temperature of one hundred (100) degrees F or above. Children are required to stay home for at least twenty-four (24) hours after the fever has gone down.
2. **Nausea, Vomiting or Diarrhea** - All body fluids are considered contagious. Children are required to stay home at least twenty-four (24) hours after the last episode.
3. **Pink Eye** - This may be viral or bacterial. Any child with symptoms such as swelling, redness, itching, or drainage should be seen by a physician. Antibiotics must be administered at least twenty-four (24) hours before returning to school.
4. **Rash** - A rash is assumed contagious and must be diagnosed by a doctor. A doctor's note should accompany the child when returning to school that identifies the rash.
5. **Antibiotic administration** - Any child that has been diagnosed with a communicable disease that requires an antibiotic is required to stay home until he/she has taken the antibiotic for at least 24 hours.

Dental Examinations

Dental examinations are required for all kindergarten, second, and sixth grade students. Examinations must be completed by a licensed dentist in Illinois. Please turn in the completed dental examination form before the first day of school.

Hazardous & Infectious Materials

Per school board policy 4:160, the Superintendent shall take all reasonable measures to protect the safety of district personnel, students, and visitors on district premises from risks associated with hazardous materials, including pesticides and infectious materials.

Medications and the Policy on Administration of Medication

When absolutely necessary for the critical health and well being of the student, a student may self-administer medication during school hours or during school activities under the supervision of an approved school employee and with permission of the student's parent or guardian. Medications shall not be administered by a school employee to students except in emergency situations where the parent or guardian cannot be available in sufficient time or the student cannot reasonably self-administer the medication. In such emergency situations, certified employees or the school nurse may administer medications in accordance with the regulations established by the superintendent under this policy.

The superintendent shall establish regulations for the self-administration for medications by students during school hours or during school activities. The regulations shall be pursuant to the relevant portions of the Illinois School Code and substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education.

A copy of this policy and the regulations shall be given to the parents or guardians of each student within 15 days after the start of each school term or within 15 days of starting classes for students transferring to the school district during the school term. Also within such 15-day period, students shall be informed of the content of this policy and the rules.

Regulations Governing Self- Administration of Medications to Students

I. Authorization for Self-Administration of Medication to Students

A. Only those medications absolutely necessary for the critical health and well-being of the student and which must be given during school hours or school activities may be self-administered by a student in accordance with these regulations. All medications to be taken by students (daily or when needed) must be accompanied by a medication authorization form completed and signed by the student's licensed prescriber (physician) and a parent/guardian.

B. Approval for self-administration of medication must be obtained from the school nurse as follows:

1. A written order for prescription and non-prescription medications must be obtained by the school nurse, completed and signed by the student's licensed prescriber and the parent/guardian.
2. The school nurse shall review the written order and require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review. The school nurse will consult with the principal of the school as appropriate and approve or deny the order. An appeal from the denial of any order prescribing the administration of medication may be made by the parent or guardian to the principal of the school and then to the superintendent.

II. Supervision of Self-Administration & Emergency Administration of Medication

A. Any designated employee or any health aide may supervise self-administration of medication by a student under these guidelines.

B. Any certified employee may, but is not required to, administer medications in emergency situations if, under the circumstances, the parent or guardian cannot be available in sufficient time and the student cannot self-administer the medication.

C. A parent or guardian may administer medications to their child during school hours with the approval of the principal or school nurse.

III. Procedures for Self-Administration of Medications

A. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, type of medication and the school principal/nurse signature. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.

B. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the school nurse.

C. A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber.

D. All approved orders for medication shall be renewed at least annually. Changes in medication shall be through a revised order or other written authorization from the licensed prescriber as approved by the School Nurse.

E. Medication must be brought to the school by the parent or guardian in the **original package**.

1. Prescription medications shall display:

- a. Student's name
- b. Prescription number
- c. Medication name/dosage
- d. Administration route and/or other directions
- e. Dates to be taken
- f. Licensed prescriber's name
- g. Pharmacy name, address and phone number
- h. Name or initials of pharmacist

2. Over-the-counter or non-prescription medications (OTC) shall be brought to school by the parent or guardian with the **manufacturer's original** label listing the ingredients and expiration date, plus the student's name affixed to the container. Tupperware and baggies are not acceptable.

F. Medications may not be held by the student through the day. It must be delivered to the nurse's office where it will be stored in a locked cabinet unless otherwise instructed by the licensed prescriber.

G. If the medication prescribed is for asthma or is an epi pen, a student may keep possession of it for immediate use at the student's discretion, provided the student's licensed prescriber and parent/guardian have deemed this necessary.

H. Medications, and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.

I. Self-administration of medication shall be accomplished as follows:

1. Self-administration may occur only in places designated by the school nurse or principal.
2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration in accordance with section A above.

J. Except in extreme circumstances, the written order must be consulted before administration of medications in an emergency. A record of the administration must be made in accordance with section A above.

K. The parent or guardian will be responsible at the end of the treatment period for removing from the school any unused medication which was prescribed for the student. If the parent or guardian does not pick up the medication by the end of the school term, the school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.

Physical Examinations

Physical examinations are required upon entrance into pre-kindergarten, kindergarten, or first grade and at the sixth grade level. Children will not be allowed to attend classes until they have complied with the physical examination law.

All preschool and fifth graders are also required to receive the Hepatitis B Vaccine before the first day of school. The Hepatitis B Vaccine is given in 3 doses over a period of 6 months, so it is very important to begin the series right away. Student's who do not receive or do not begin to receive the series before the start of school, will be excluded until the series is started. If you have any questions you may contact the school nurse.

P.E. Excuse

With a note from a parent, a student will be excused from P.E. for one (1) day. On the second day, a doctor's excuse is required or the student will be asked to participate. If a doctor's excuse is not received, and the student does not participate, it will be regarded as a failure to dress for P.E.

Sports Physicals

Any student participating in a sport must receive a sports physical from a doctor. Sports physicals must be turned in before a student is allowed to try-out for a sport. Forms may be obtained from the student's coach or the school nurse. Sports physicals must be renewed annually.

Vision and Hearing Screenings

Our qualified school nurses provide vision and hearing screening. Vision screening is done annually for pre-kindergarten, kindergarten, second and eighth grades, special education, and new transfer students. Hearing screening is done annually for all pre-kindergarten, kindergarten, first, second, and third grade students, special education and new transfer students. Students are also screened upon teacher referral. Students with previous hearing loss will be monitored annually at all grade levels.

Per the State of Illinois School Code, effective January 1, 2008, an eye examination must be included in addition to the health examination required within one year prior to entering kindergarten or the first grade, whichever grade the child first enters, of any public, private, or parochial elementary school.

Homework

It is our feeling that parents of children enrolled in District 114 should expect homework. The following outline is to provide parents a means of developing an understanding of the homework policy in our district.

Homework General Objectives

1. To enrich the school experience through related home activity.
2. To strengthen the basic skills by further practice and application.
3. To stimulate an effort among children to show initiative and a feeling of responsibility in making good use of their time.
4. To encourage a carry-over of school activities into permanent leisure interests.
5. To help children strengthen work and study habits.

Lower Grades (1 - 4)

Homework will be given to pupils when teachers feel that it will serve a sound educational purpose. The homework assigned will have a real purpose in helping a child grow and develop. To make the primary child's homework more effective, parents should cooperate fully with the teacher. Generally, teachers do not want parents to introduce new units of study. Teachers have a developmental sequence that should be followed, and new materials are introduced by the teacher in a definite pattern at a specific time. Please keep in mind the fact that the primary age child has a limited attention span of fifteen (15) to thirty (30) minutes, therefore occasional breaks may be necessary. Parents can play a positive role in helping their child by creating a good setting for the child to work and by showing interest and concern about homework. Too much or too little supervision can prevent homework from fulfilling general objectives.

Upper Grades (5 - 8)

Children in the upper grades are expected to do homework. These children are more mature and have longer attention spans. The broader curriculum in the upper grades provides a greater need for homework and leads to more meaningful homework projects. Parents can help their child most by providing a comfortable place where good study conditions prevail. It is not unreasonable to expect children of this age level to spend from one (1) and one-half (1/2) to two (2) hours at night working on well planned and gainful homework projects. This does not mean that this must be done every night. Homework assignments will vary considerably in length and difficulty depending on the individual needs, and on the particular units of study in which the child is engaged. Occasionally an assignment, such as a term paper or unit projects, will be given and will be due at a future date. This work should be done over an extended period of time.

Assignment Notebooks

Students in grades three (3) through eight (8) utilize an assignment notebook. The homework assignment notebook will be given to all students at the beginning of the school year.

Missing / Late Assignments

MJHS – students will receive partial credit for assignments submitted one day late. After two days, no credit will be given.

5th grade - will receive 10% off for the assignment and / or receive zero credit if the assignment isn't completed during the assigned workroom;

4th grade - will receive 10% off for the assignment and continue to be assigned to workroom until the assignment is completed;

3rd grade – will not lose any points off the assignment, but will continue to be assigned to workroom until the assignment is completed.

Student Absence Due to Illness

The teacher and office personnel will assemble requests from parents for homework when a student is absent from school for more than one (1) day. If a student is only going to be absent for one day, the student can request the work from the teacher the next attendance day. Beginning on the second day of absence and thereafter, homework will be assembled if a parental request is made before 8:00 a.m. This request can be made when parent leaves an absentee message. Parents may pick up the homework assignment sheet at the end of the school day in the office. Please bring your child's locker number and combination to get any necessary books. We prefer that an adult pick up books and assignments. Students are expected to have the assignments completed in a reasonable period of time; one (1) day to make up assignments for each one (1) day of absence.

Textbooks in Manhattan Library

Copies of most textbooks are located at the Manhattan Public Library for students. This service is provided because students are not allowed to enter school after dismissal. If returning to school is necessary to retrieve forgotten material, the parent and student should check with main office prior to entering building and/or classroom.

Instruction

The curriculum per Manhattan School Board policy 6:60 shall contain instruction on subjects required by the Illinois State Statute. In addition, per Manhattan School Board policies 6:110 and 6:160, programs for students “at-risk” of academic failure and/or dropping out of school and graduation incentive programs, as well as programs for English Language Learners will be developed, maintained, and supervised by the Superintendent or designee.

Per school board policy 6:170, the Superintendent or his designee will adhere to the guidelines set forth under Title I as it relates to the Improving the Academic Achievement of Disadvantaged of the Elementary and Secondary Schools Act.

Liabilities

The school has no liability for personal property brought into the school or onto school property.

Lockers

Lockers are the property of District 114. To maintain order 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. When feasible, the search should be conducted as follows:

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

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

Each fifth through eighth grade student will be assigned a hall locker. Junior High students keep this locker for three years, unless the principal grants permission for a locker change. Lockers are not to be defaced or tampered with in any way. Nothing is to be taped in/on the lockers. Locker combinations are not to be given to other students.

Lost and Found

Lost and found articles are kept in a designated area. Money, glasses and jewelry are kept in the office. Any article found on school grounds should be brought to the proper place. Students are asked to inspect the lost and found before school, during lunch or after school.

Lunchtime Guidelines

1. The students will be under the supervision of the lunchroom monitors and will be responsible for their behavior to those in charge.
2. Students will be expected to sit and eat their lunch like ladies and gentlemen.
3. Talking is done only in moderate tones.
4. Students must obtain permission to leave the lunch area e.g. a) washroom; b) special work in classroom assigned by teacher; c) dressing for a sport; d) illness.
5. If your child is bringing a sack lunch please write your child's name on the bag.

To insure the safety of our students during lunchtime the following policy is in effect:

Students are not allowed to leave school grounds, unless signed out by a parent in the office. For grades Kindergarten thru five (5) the recess duty supervisors will decide whether or not the students will go outdoors depending upon weather conditions. Dress attire should be appropriate for the weather conditions. These decisions will be at the discretion and judgment of the recess supervisors. Verbal notification from recess supervisors, as well as written notification in newsletters, may be provided to the students and parents, of expectations for the good of the whole student body.

Non-Certified Personnel

The office personnel, teacher aides, cafeteria workers, custodians and bus drivers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be afforded the respect and obedience shown every other faculty member.

O.S.H.A.

All staff has been in-serviced on blood borne pathogens and all rooms are supplied with blood borne pathogen kits in case of exposure. These kits are also available for student to use if needed.

Parent-Teacher Organization

Parents are urged to support the work of the PTO through membership and attendance at meetings, which enables them to study problems connected with education and rearing the children. District 114 is very fortunate to have an active PTO. The organization sponsors many valuable activities for both the students and parents. These activities have added significantly to the program at our school.

*PTO Room Parties: All items brought to the party must be in their original containers with a list of ingredients available for students and/or parents to read. In the event that a parent wishes to not have their child participate in room parties, the parent needs to notify the teacher in advance so that alternate arrangements can be made for the student.

Phone Use

Students will not be called out of class for personal telephone calls. If necessary, the secretary will take a message and see that the student receives the message. A student may be given permission to use the office phone, if necessary, by a teacher. However, in most cases, students will not be allowed to call home for lunch money, books, gym shoes, etc.

Physical Education Policies

1. Students are not allowed in locker rooms until the supervising teacher grants permission.
2. Junior High students are required to have the following uniform:
 - a. Blue Manhattan Jr. High shorts
 - b. White Manhattan Jr. High t-shirt
 - c. White socks
 - d. Tennis shoes with white soles (unless approved by the P.E. teacher). Black soles that leave marks will not be allowed. No other clothing will be allowed. Check with student's P.E. teacher regarding cost for the above clothing.
3. Gym shirts and shorts can be purchased through the P.E. department. If a student forgets any part of the uniform they have the option to rent a shirt or shorts for a fee.
4. Improper dress or no gym clothes will result in the following action:
1st time: verbal warning
2nd time: detention
3rd time: failure notice
4th time: parent conference
5th time: failure for nine (9)-week grading period.
5. Gym clothes are to be washed every week. Parents are asked to help in promoting good hygiene. Clothing will be checked for cleanliness.
6. With a note from a parent, a student will be excused from P.E. for one (1) day. On the second day, a doctor's excuse is required or the student will be asked to participate. If a doctor's excuse is not received, and the student does not participate, it will be regarded as a failure to dress for P.E.
7. Showers are optional but you must provide your own towels.
8. Misbehavior of any type in the locker rooms will not be tolerated.
9. Any misbehavior that the teacher feels is detrimental to the enjoyment or safety of the class by others will result in disciplinary action and/or parent conference.
10. Students are not allowed to use equipment unless supervised by an instructor.
11. No jewelry is to be worn during P.E. class.
12. All food and drink is prohibited in the gym.
13. The principal and/or physical education instructors must clear any deviation from the above policies.

Pictures

Professional photographers take individual pictures of all students in the Fall and again in the Spring. Fall pictures are usually received before winter break. Purchase of pictures is optional. Eighth grade group and individual graduation pictures are taken at a later date and announced in advance. Group activity pictures are taken throughout the year.

Playground Rules

The following rules have been established for the student's safety and are expected to be adhered to by all students.

- Students must keep their body parts to themselves.
- Students must stay off the electrical unit at Anna McDonald.
- When the bell rings, students will walk on the blacktop and line up per supervisor directions.

- At Anna McDonald, students may play on the baseball diamond closest to the school. Students must stay inside the fence.
- Students must play within the marked boundaries of the playground.

Playground supervisors will complete accident reports as a result of playground accidents or mishaps.

Monkey Bars - Only one (1) student on the bars at a time.

Slide - Only one (1) student on the slide at a time. Students will slide down the slide, on student bottom, feet first.

Swings - Only one (1) student on a swing at a time. Students waiting to swing must stay out of the areas designated for the swings. Students will stay seated while swinging forward and back only. Swings must come to a complete stop before a student gets off.

Bleachers - Students will stay off the bleachers at all times.

Blacktop - Basketballs and foursquare balls are allowed on the blacktop. Students will use footballs and soccer balls on the grass. Touch football and soccer only. Students will not kick or hit a ball against fences or the building.

ALL RECREATIONAL/SPORTS EQUIPMENT MUST BE USED AS INTENDED. THESE RULES MAY CHANGE AS NEW EQUIPMENT IS ADDED OR REMOVED.

Rehabilitation Act - Section 504

Section 504 is an act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The act defines a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one (1) or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, District 114 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Manhattan School District 114 will relocate programs, activities, and services to accessible locations upon request of an individual with a mobility impairment. Such requests should be directed to the principal. District 114 has specific responsibilities under the act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of District 114, the parents has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review the child's education records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

Residency Policy

There are three purposes for the Manhattan School District 114 residency policy:

1. To ensure that those who use the resources of the school system are contributing to it financially, as required by state law.
2. To ensure that the person enrolling the student has full control over the child regarding matters of educational, medical, and emergency situations.
3. To be sure that the student is in compliance of all legal requirements regarding inoculations, health, and other matters, before enrollment.

A legally registered student, whose family moves after the start of the school year, may continue for the remainder of that year without payment of tuition, per State Law (105 ILCS 5/10-20.12a). Transportation becomes the responsibility of the parent/guardian.

The superintendent, or his/her designee, may agree to participation in cultural exchange programs, which would provide tuition-free attendance for foreign exchange students.

Parents/guardians of students who are found to be non-residents will be required to remove their student(s) and pay tuition for portion of year in attendance, per State Law (105 ILCS 5/10-20.12a and 5/10-20.12b). Non-residents students may apply to attend Manhattan School District 114 schools provided the superintendent recommends acceptance of the non-resident student, the Board of Education approves the acceptance of a non-resident student, and all of the following conditions are met:

1. The parent/guardian will be charged the maximum amount of tuition allowable under State Law (105 ILCS 5/10-20.12a).
2. Transportation will be the responsibility of the parent/guardian.
3. The Superintendent of Schools determines that there is room for enrollment, and recommends which schools (in the case of multiple schools serving the same grade levels) can accept non-resident students.
4. The student, if approved by the Board of Education may only attend for that school year. Approval for one year is not a contractual guarantee for subsequent years. Non-residents will re-apply for approval each year.

If residency is challenged, the principal will send a letter to the parent/guardian notifying them of tuition owed. The parent/guardian has the right to request a hearing by writing the request to the superintendent. Procedures for the residency hearing and the residency decision are located in the Board of Education policy manual.

Retention

In accordance with State law, Manhattan School District 114 does not promote students to the next level based solely on age or social reasons. Decisions to retain students are made after carefully considering issues related to: 1) Mastery of curriculum objectives; 2) Grades/Grade point average; 4) Behavior; and, 5) Attendance. Where there is concern, efforts are made to work with the child and his/her parent(s) by providing interventions specifically designed to help improve the child's performance to meet grade level expectations. If necessary, special education services are secured. If a child fails to respond to these interventions, he/she may be retained. More information may be obtained by contacting building principals.

School Closing (See Emergency Plan)

Plan A

In the event of school closure for emergency situations, pupils should have designated homes to report to if the parent is not at home. Buses will run as usual. School closing due to extreme weather conditions or emergency will be announced over the following stations: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, & CLTV Cable. The Manhattan School District ConnectEd communication program may also be implemented to contact and notify families of emergency information.

Parents may also call any of the three schools for up to date information.

If it is necessary to close school during the day, parents will be notified. Please make sure your child knows exactly what to do if an emergency occurs.

Plan B

If weather conditions permit, we will implement the following plan:

1. School will start one hour later.
2. Buses will run one hour later than usual.

School Property

The use of school facilities for outside activities will be cleared by the superintendent in accordance with Board policy. The Board reserves the right to refuse the use of school properties. A responsible adult must be in charge of all meetings and activities. Details are available in the superintendent's office. Anyone involved in vandalism or malicious mischief concerning either school property or the property of District 114 employees may be prosecuted. In addition, the student may be suspended and may be referred to the superintendent for the scheduling of a Board of Education expulsion hearing.

Special Education Programs

District 114 participates in the Lincoln-Way Area Special Education Cooperative in order to offer a full continuum of services for students with disabilities, ages 3-21. Parents, teachers, or other interested parties may refer students for an evaluation. In the event that the child is a preschooler, the referral will be made to the Lincoln-Way Area Special Education Joint Cooperative (815-806-4600) to determine who will process the referral. For school-aged children, the referral is to be submitted to the building administrator. Per guidelines established by the State Board of Education, the referral will be brought to the school's special education team's attention and the team will gather data regarding the student's performance in school. The state law dictates that different levels of interventions be attempted before determining a student's eligibility for special education services. Based on gathered information, a decision will be made if the referral warrants specialized testing and parents will receive a written response. Eligibility is based upon collected information, progress in the regular education curriculum, and results of standardized tests. A student becomes eligible for services in one or more of the following state recognized areas of disabilities: Mental Impairment, Orthopedic Impairment, Specific Learning Disability; Visual Impairment, Hearing Impairment, Deafness, Deaf-Blind, Speech and /or Language Impairments, Emotional Disorder, Other Health Impairment, Multiple Disabilities, Developmental Delay (Birth – age 5 only), Autism, or Traumatic Brain Injury.

District 114 is hereby notifying all parents of the special education programs available. This notification is in accordance with the rules and regulations set forth by the Illinois Office of Education. The parents, upon request, can receive a copy of the rules and regulations, which describes the rights of the exceptional child. Special education programs and services provided through District 114 and/or the Lincoln-Way Area Cooperative for students between the ages of 3 and 21 are:

Psychological Testing
Speech Therapy
Mentally Handicapped
Visually Impaired
Physically Impaired

School Social Work
Home and Hospital Instruction
Learning Disabled
Hearing Impaired
Behavior Disabled

Per school board policy 6:120, the handicapped child has a right to a free and appropriate public education in the least restrictive environment, with an Individualized Education Program developed annually according to rules and regulations. The parents of a handicapped child have a right to examine all information contained in the child's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense. They have a right to an impartial due process hearing by writing to the Superintendent.

Speech/Language Services

Parents or teachers may refer students for a speech language evaluation if they suspect the child has difficulties in the areas of articulation, language comprehension, language expression, voice, fluency, swallowing, or oral motor coordination. Information will be gathered concerning the student and a meeting will be held to determine if the referral warrants additional evaluation.

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions, per school board policy 7:230, shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students.

Accommodating Individuals with Disabilities

Per school board policy 8:70, individuals with disabilities shall be provided an opportunity to participate in all-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the school district may provide to persons with disabilities separate or different aides, benefits, or services from, but as effective as, those afforded to others.

Start / Dismissal Time

Wilson Creek - 9:00 AM - 3:30 PM

Anna McDonald - 8:45 AM - 3:15 PM

Manhattan Junior High - 8:00 AM - 2:30 PM

Parents are requested to send or bring their children so that they arrive no earlier than 15 minutes before the morning bell. Prior to this time there will be no supervision. Wilson Creek students are not allowed in the school in the morning until 8:45 AM and 8:30 AM for Anna McDonald students. Junior High students report to the commons upon arrival to school each day. Students are to leave the building immediately after dismissal unless they stay after school with a teacher. Students must remain in the area they have been assigned if they are staying after school.

Student Directory Release Information

Per school board policy 7:340, parents may request that any directory information pertaining to their child not be released to the general public (including the media) except for that information which they choose to list. A form, for parents to complete and sign, is available at registration or throughout the year in the district office. Directory information includes all identifying information, such as: name, address, gender, grade level, birth date and place, parent's names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, and period of attendance in the school.

Student Records

District 114 keeps records of its students in two (2) files, a permanent record file and a temporary record file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1971 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records and school board policy 7:15, are as follows:

Records

Student records refer to any written or recorded information, maintained by District 114, in which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the student record. The student records consist of a permanent record and a temporary record, which are described herein.

Permanent Record

The student's permanent record shall consist of:

1. Basic identifying information, including students and parents names, addresses, birth date, birthplace and gender.
2. Academic transcript, including grades, graduation date, and grade level achieved.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.
6. Health records that consist of medical documents necessary for enrollment & proof of dental exams.

May also consist of:

- a. Honors and awards received
- b. Information concerning participation in school sponsored activities; athletics, or offices held in school sponsored organizations.

No other information shall be placed in the student permanent record.

Temporary Record

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

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores

4. Health-related Information which may include reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews
5. Elementary and secondary achievement test results
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations
7. Honors and awards received
8. Teacher and anecdotal records
9. Disciplinary information
10. Special education files including the report of the eligibility staffing on which placement or non-placement is based, and all records and tape recordings relating to special education placement hearings and appeals
11. Any verified reports or information from non-educational persons, agencies or organizations
12. Other verified information of clear relevance to the education of the student
13. Record of release of temporary record information.

Inspection

1. Parents have the right to inspect their child's records until one (1) of the following events occur: the student attains twenty-one (21) years of age or the student attains eighteen (18) years of age and declares financial independency.
2. All students have the right to inspect, copy and release their permanent record. Students will not have access to their temporary records without parent permission until they: attain eighteen (18) years of age or graduate or assume financial independency.
3. Student records will be made available to parents or eligible students within fifteen (15) school days from the time a written request is received.
4. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in the records.
5. Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed twenty-five (25) cents per page.
6. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a Temporary Record which such individual may obtain through the exercise of any right secured under the Student Record Act.

Right to Control Access

District 114 will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, on written request, inspect, copy and challenge such information to be transferred to another school. The records will be forwarded to the requesting school.

Access to Records without Parent Consent

1. District 114 staff members who have a current and legitimate education interest in the student records will have access to a student's permanent and temporary records.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, school officials will notify parents in writing regarding the judicial order and the information so provided.
3. Students' records may be made available to researchers for statistical purposes provided that permission has been received from the State Superintendent of Education. No student or parent will be personally identified from the information released.
4. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.
5. Student records may be released to the Lincoln-Way Area Special Education Cooperative. This could include psychological, social and medical information of a highly confidential nature.
6. Records of eighth grade students entering a high school district will be sent from District 114 to respective high school attendance center. This transfer of records will be completed by July 1, following the completion of grade eight.
7. School directory information may be released at District 114's discretion unless a parent requests in writing that any or all such information should not be released. Directory information includes: A student's name, address, gender, grade level, birth date and birthplace, parent's name and addresses, academic awards or honors, information in relation to school sponsored activities, organizations, and period of attendance in the school.

Challenge Procedures

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
2. A request challenging the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
3. The records custodian will conduct an information conference with the parents within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved by the information conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Section 9.03 and 9.04.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational*

Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Refer to school board policy 7:15 for additional information.

Teacher Requests

It is the policy of School District 114 that all classrooms at the elementary level be balanced equitably in regards to gender, race, and ability. In regards to classroom placement, parents can discuss with the administration the educational needs that their child has, as well as certain teacher characteristics that would be suitable for their child's success in the classroom. However, the final assignment of any student to a classroom and teacher is the sole responsibility of the building principal. As general rule, and to protect the interest of insuring classroom equity, requests for specific teachers will not be honored.

Traffic Safety

Traffic conditions at the hours of arrival and dismissal of school necessitate observation of rules for the pedestrians and bicycle riders. Children who walk to and from school must stay on the sidewalk where possible. There are crossing guards at appropriate locations for all three schools. The school hopes to maintain a happy relationship with our neighbors. We trust parents will join us to teach the boys and girls to respect lawns, flowers, gardens and shrubs when walking to and from school. We want to avoid littering. Parents transporting students to Anna McDonald School are asked not to enter the parking lot to pick up or drop off students. Parents are requested to send or bring their children so that they arrive no earlier than 15 minutes before the morning bell. **(See Start / Dismissal Times)** Parents are asked to use Second Street in front of Anna McDonald, the south side of the building at Wilson Creek, and the west side at Manhattan Junior High for loading and unloading. The following rules have been set for children riding their bicycles to school:

1. Students may begin riding their bikes to school in third grade.
2. A bicycle rider must obey all traffic regulations required of motorists.
3. Ride with traffic, not against it.
4. Stop at all stop signs.
5. Always use hand signals before you turn or stop.
6. Ride straight along. Never use a zig-zag course.
7. Ride in single file.
8. Remember that a bicycle is built for one person at a time.
9. Leave parked bicycles alone!
10. Never interfere with anyone riding another bicycle.
11. Do not ride on Highway 52, if at all possible.
12. Park bicycles in designated areas.

Specific procedures for Wilson Creek: All walkers and car riders will enter the building through the south doors. The front of the building is reserved for bus riders. Car riding students should not be dropped off until they are between the orange cones adjacent to the building. At dismissal, parents picking up their children need to enter the south parking lot and proceed to pick-up area adjacent to the building. Parents need to stay in their car and staff members will bring your children to you. Parents picking up walkers are asked to wait on the sidewalk on the south end of the building until your children are brought to you. If you wish for your child to walk home without a parent/guardian, you must put that in writing.

Transferring Out of District 114

The school office should be informed, as soon as possible, of your plan to transfer from District 114. All books should be turned in to teachers before leaving. All transfer papers are taken care of through the district office. A pro-rated refund will be given on books during the first semester only.

Tutors

A list of tutors is available in each school's main office. Please contact the building secretary to obtain a list of tutors available.

Visitors

Per school board policy 8:95, visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the main office. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. We do not allow students to bring visitors with them to class.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conference to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Volunteers

District 114 operates a volunteer program. Volunteers provide valuable assistance to both students and teachers. We utilize volunteers in the following ways:

1. Classroom - assisting teachers with various duties.
2. Clerical - working in the school offices for teachers or assisting the office personnel.
3. Library - assisting the librarian in various duties.

We strongly encourage parents and other interested citizens to become involved in our children's education. We need volunteers and hope you are interested in helping. Please contact any main office to obtain volunteer approval paperwork.

Wellness Plan for the State of Illinois

Due to the rising numbers of obesity in children, the Federal Government has mandated that schools develop a Wellness Plan. Given the growing epidemic of obesity in the U.S. and the link between nutrition and academic performance, we must work together to ensure that healthy foods are available throughout the school environment - in school meal programs, vending machines, snacks and school sponsored activities. With the help of parents and staff members, we have adopted a policy that will help implement Federal Guidelines.

In order to best implement our Wellness Plan, as mandated by the Federal Government, no longer will birthday treats, or treats of any kind, be permissible to distribute at school. Only PTO sponsored events and events after school hours such as athletic contests or other student activities, will be exempt.