

**\* EVERY FRIDAY WILL BE A 2:00 DISMISSAL \***

**2018**

August 13	Teacher Institute - <b><u>Student non-attendance</u></b>
August 14	Teacher Institute - <b><u>Student non-attendance</u></b>
August 15	<b><u>1<sup>ST</sup> DAY OF SCHOOL - 2:00 Dismissal</u></b>
September 3	<b><u>No School</u></b> - Labor Day
September 14	<b>Noon Dismissal</b> - $\frac{1}{2}$ Day School Improvement
October 5	<b><u>No School</u></b> - Teacher Institute
October 8	<b><u>No School</u></b> - Columbus Day
October 12	End of 1 <sup>st</sup> Quarter
October 17	Report Cards
October 25	Parent / Teacher Conference 4:00 - 7:00 - <b>regular dismissal</b>
October 26	<b><u>No School</u></b> - Parent / Teacher Conference 8:00 - 12:00
October 31	<b>Noon Dismissal</b> - $\frac{1}{2}$ Day School Improvement
November 12	<b><u>No School</u></b> - Veterans day
November 20	2:00 Dismissal
November 21	<b><u>No School</u></b> - Thanksgiving break
November 22	<b><u>No School</u></b> - Thanksgiving
November 23	<b><u>No School</u></b> - Thanksgiving break
December 21	2:00 Dismissal - End of 2 <sup>nd</sup> quarter
December 22	<b>Beginning of Christmas break</b>

**2019**

January 7	<b>Students return</b>
January 11	Report Cards
January 21	<b><u>No School</u></b> - Dr. Martin Luther King Jr. day
February 14	<b>Noon Dismissal</b> - $\frac{1}{2}$ Day School Improvement
February 18	<b><u>No School</u></b> - President's day
February 28	Parent / Teacher Conference 4:00 - 7:00 - <b>regular dismissal</b>
March 1	<b><u>No School</u></b> - Parent / Teacher Conference 8:00 - 12:00
March 15	End of 3 <sup>rd</sup> Quarter
March 22	Report Cards
April 17	2:00 Dismissal
April 18	<b>Beginning of Spring Break</b>
April 23	<b>Students return from Spring Break</b>
May 30	Last day of student attendance (if <b><u>ALL</u></b> emergency days are used) 2:00 dismissal)

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**Additional copies are available in the school office. District policy or state regulations can be accessed at the Elverado district office. Please note the changes for this school year –most importantly reporting absences, grading scale, and late work.**

*Handbook Disclaimer: Policies and procedures at Elverado Intermediate Junior High Schools are not limited to the topics covered in this handbook. As the year progresses, it may become necessary to add or to change rules or policies to better serve the needs of the schools and the student population. Proper notice will be given of any policy or procedural change during the year.*

## Elverado Community School District #196

### Board of Education

Richard Bernardini  
Jeremy Keith  
Mark Wisely

Brandon Funk  
Kenton Shafer

Sherry Jeschke  
Patricia Sherman

### SUPERINTENDENT

Kevin Spain

### PRINCIPAL

Connie Clendenin

### Director of Instructional Services

Belinda Conner

### SECRETARY

Dena Teague

### FACULTY

Steven Bridgman	Art
Gina Brown	Intermediate 3
Wendy Doerr	Language Arts 6-8
Jacob Emling	Intermediate 4-5
Tiffany Morris	Science 6-8
Tomi Hamlin	Social Studies 6-8
Glenda Hunsaker	Technology, Intermediate 4
Kacie Lang	Intermediate 3-4
Pam McCollom	Intermediate Special Education 3-5
Joseph Mowrer	Jr. High Special Education
Cinnamon VanZandt	Intermediate 4-5
Donette Wheatley	Physical Education 3-8
Nick Brown	Physical Education 6-8
Brittany Valdez	REACH Special Education
Jamie Wildermuth	Intervention
Jill Winthrop	Mathematics 6-8
Angel York	Intermediate 4

#### **Notice of Highly Qualified**

We would like to confirm that Elverado CUSD 196 Title I schools have 100% highly qualified teachers in the areas of concern for No Child Left Behind requirements. If you have any questions regarding this please call the superintendent's office at 568-1321.

#### **Notice of Non-Discrimination and Complaint**

As per board policy 5:10: Notice is given that Elverado District #196 does not discriminate on the basis of race, sex, color, national origin, or disability in admission or access to its programs and activities.

#### **Notice of Official Handbook**

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website. There are always circumstances, guidelines, and situations that cannot be directly addressed in this handbook. In those cases, decisions will be made with this handbook, board policy, and the Illinois School Code as guiding documents and the best interests of student safety and learning as the priority.

## I. GRADUATION REQUIREMENTS

### A. OUTLINE OF REQUIREMENTS

In order to advance from one grade to the next a student must not fail, in any combination 2 full credits of core classes or enrichment classes in one school year or in two consecutive years. Credits will be measured as 1/4 per quarter class and 1/2 per semester in semester classes or 1 per full year course.

A student transferring from another school into the Junior High must meet the same requirements from the date he/she enrolls. If the former school is a recognized school, his/her grade placement shall remain the same. Grades transferred from the previous school will be averaged with the Elverado Junior High grades to determine promotion.

## II. ATTENDANCE POLICY

The policy of the Board of Education shall be to promote and require regular attendance in assigned classes of all students within the District. In recognition of the variety of factors, which may affect student attendance, the following limits shall prevail:

Any student, who is absent 10% of the school attendance days per month or five consecutive days without discernible cause, will be turned in to the Truancy Division of the Regional Superintendent of Schools office. Doctor's verification will be required when students miss due to extended illness or a doctor's or dentist appointment. Students who miss more than 10% of school days will also be required to produce a doctor's excuse in order for additional absences to be excused. This will be enforced. **Absences are detrimental to student grades and overall academic progress. Excessive absences can result in retention. Students who are absent without cause and are unexcused will not be allowed to make up work for credit. This will greatly impact a student's grades.**

## III. ABSENTEEISM REGULATIONS

### A. TRUANCY OR IRREGULAR ATTENDANCE

**The single most important factor in any student's opportunity to work up to his/her ability is regular attendance.** It is impossible to teach a student who is absent from class. Each student is expected to attend every class of every school day unless circumstances of personal health or compelling family matters make such attendance impossible. Teachers record attendance for every student for every day. Timely reports are made to the school principal and, as may be necessary, to parents/ guardians. It is the responsibility of parents to assure that their children are in regular attendance at school. **Absence from school or classes without valid cause during a school day or portion thereof is legally regarded as truancy and excesses must be reported to regional enforcement agencies.** Undocumented prolonged absences due to illness will also be reported and considered unexcused. Students are not allowed to make up work from unexcused absences.

### B. ABSENCE NOTIFICATION BY PARENTS

**Parents are asked to call the school by 9 a.m. each morning on the day a student is ill or plans to be absent.** If a parent does not call, we will assume the parent is not aware of this absence and an attempt will be made to notify the parents (and emergency contacts on the enrollment sheet) of the absence. Parents are asked to cooperate with the school by calling when a child is absent from school. The school telephone number is 684-3527.

### C. EXCUSED ABSENCES

The student is permitted to make up work when absences are excused. For an absence to be excused, the parent must notify the school within two days following the child's return to school. Examples for excused absences are:

1. Sickness – personal or immediate family—*According to the guidelines from the Illinois Department of Public Health, students who have a fever, vomiting, diarrhea, or contagious disease must stay home 24 hours without the use of medications before symptoms have been gone 24 hours. Students must be fever free for 24 hours without the use of medications before returning to school. These guidelines are necessary to protect the health of the students and to control the spread of colds and illnesses. Please refer to the Communicable Disease Guide distributed by the Illinois Department of Public Health for further information.*
2. Death in the family
3. Emergency situations
4. Medical or dental appointments (**Doctor's note required—please bring in if absence for even a portion of the day**)
5. Absences related to parent in active military duty (as per policy on page 17)

*If students are absent between 30 minutes and 3 hours of the school day, they will be counted absent for ½ day. Students absent for more than 3 hours of the school day will be counted as a full day absence. Students who arrive at school after the start of classes will be counted as tardy and will serve the consequences for being tardy.*

### D. UNEXCUSED ABSENCES

Unexcused absences are given to students whose excuses are not listed above. Students who receive unexcused absences will not be able to make up missed work for a grade. Repeated unexcused absences will be reported to truancy and may also result in a student failing to promote to the next grade. Examples of unexcused absences are:

1. No parent telephone call or note following the absence
2. Absences for shopping or hair appointments
3. Extended or frequent absences due to illness, **unverified by physician (all absences above 10% without documentation)**
4. Doctor or dentist appointments with no verification
5. Vacation or other absences not listed above that are not **pre-approved** by the administration (see pre arranged absences below)

## E. MAKE-UP WORK

As soon as students return to school after an absence, they must make arrangements with their teachers to make up the missed work. Students will be allowed one-day make-up time for each day of an excused absence. The first day's work will be due on the 2<sup>nd</sup> day the student returns to school, etc. It is the student's responsibility to contact the teachers and make the necessary arrangements. Students should arrange, when possible, for a classmate to bring their schoolwork to them when they are absent. Parents may also pick up missed work in the school office between 2:30-3:30 p.m. Request for the student's work to be sent home or picked up must be made to the office by noon on the day of the absence. When a student is excused from classes for another activity (baseball, softball, basketball, Beta Club, student council, art, music events, etc), they are to turn in all assignments due that day before leaving. These assignments are not considered make-up work and will be considered unprepared.

**F. STUDENT PARTICIPATION IN SCHOOL ACTIVITIES**

A student will be permitted to participate in extra curricular activities if the absence is considered excused for reasons other than illness. Students will not be allowed to participate if the absence is considered unexcused. Students absent due to illness must be in attendance the second half of the school day to be allowed to participate in or attend any extra curricular activities for the day. Students in violation of this policy will be subject to progressive consequences as outlined in the behavior guidelines.

**G. PRE-ARRANGED ABSENCES**

The pre-arranged voluntary absence procedure enables a parent to withhold his/her student from school for an approved reason.

Absences must be arranged at least 4 days in advance with the principal in order for the student to be excused and the Pre-Arranged Absence form must be completed and submitted to the principal for approval. The following procedures should be followed:

1. The student must not have been absence for more than 10% of accumulated school days.
2. The Pre-Arranged Absence form must be submitted to each of the student's teachers for approval, signature and current grades. Teachers will in turn, as possible, provide assignments for the student.
3. The form must be approved and signed by the parents/guardians, after grades and attendance are recorded and then returned to the office a minimum of four days prior to absence for approval by the principal.
4. Parents/Guardians are expected to ensure that all assignments are completed and submitted upon first day of return.
5. Failure to meet all of the above guidelines will result in non-approval. If the absences are not approved by the principal, they will be deemed unexcused resulting in zeroes for all missed work.

**H. LEAVING SCHOOL**

1. Pupils shall not leave the school grounds at any time during the school day without knowledge and consent of the principal.
2. Pupils desiring to go home due to sickness or injury must get permission from their teacher to go to the office. Permission to contact parent and/or to leave will be given by the principal. Students should not contact parents without permission. Students should never use cell phones for this purpose. Consequences will be given for students who violate this rule.
3. Pupils are urged to make medical and dental appointments outside of school hours. If it is necessary, you should bring a note from home signed by a parent or guardian, stating the place, time and date of appointment. This should be brought to the office before first period. Upon returning, a note from the doctor or dentist office is required in order for the absence to be excused.
4. Late bus students must report to the late bus supervisor for attendance check immediately after school. Late bus students wishing to leave school with a parent must inform the late bus supervisor. Late bus students wishing to leave school with anyone other than a parent must present the late bus supervisor with a parent permission note with the date and specified person. More permanent arrangements can be made with the principal or secretary as needed.
5. Students may not walk home for lunch. They may leave only if a parent signs them out in the office for each lunch absence.
6. Parents are encouraged to follow traffic patterns in the school lot and must park in the assigned areas. They may not wait in the area designated for bus traffic.
7. Students who are picked up by parents after school will not be dismissed until after the buses have left. Parents are encouraged to pick up their children after 3 p.m. on regular attendance days.
8. For student safety, parents should not drive between buses or turn around in front of the buses after school. Please wait until the buses have left.

**IV. BASIC SCHOOL POLICIES AND PROCEDURES**

**A. ACADEMICS**

**1. Honor Roll** The honor roll has two levels: high honors and honors. High Honors requires a grade point average of 4.50 or higher, and Honors requires a grade point average between 4.00 and 4.49. Core subjects are used for honor roll.

**2. Classroom Grading Scale**

99-100 = A+	93-98= A	90-92= A-
87-89 = B+	83-86= B	80-82= B-
77-79 = C+	73-76=C	70-72= C-
67-69 = D+	63-66= D	60-62= D-
0-59 = F		

**3. Letter Equivalency Scale**

A+ = 5.25	A= 5.00	A-= 4.75
B+= 4.25	B= 4.00	B-= 3.75
C+= 3.25	C= 3.00	C-= 2.75
D+= 2.25	D= 2.00	D-=1.75

**3. Parental Notification of Academic Performance**

1. Students are expected to notify parents (keep them informed) of their academic progress and daily work. Parents are encouraged to check student planners and our online grade program regularly. A "U" signifies an unprepared assignment.
2. Parents are encouraged to schedule conferences with the teachers. Parents can also check grades online. They must ask for a password from the office for this service.
3. At the end of the 5<sup>th</sup> week of a quarter, a midterm grade report will be given to all students. The midterm will require parent/guardian signature and return. These dates are on the calendar.
4. Grade cards/Report Cards will be sent home with the students at the end of each quarter. These dates are on the calendar.
5. **Extra credit will not be given to a student who has not completed regular daily assignments or those who have unexcused absences.**

**4. LATE WORK POLICY** Students at EIS and EJHS are expected to complete all assigned homework and turn in by the assigned due date for full credit. Students who fail to complete work fully on time will be allowed to turn it in the follow day—but with a 50% reduction in grade and will be given a U in the planner for Unprepared. They will also be assigned to noon workroom to complete the assignment. A zero will be given for work not completed within this time line.

## **B. COMPUTER GUIDELINES AND INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Students must comply with district standards and honor the agreements they have signed.

Network storage areas are not private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for guidance with information sources such as television, telephones, movies, radio, computers and other potentially offensive media.

### **1. The following activities are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers/computer systems/computer networks (including loading files that may introduce a virus)
- Violating copyright laws (all references in papers must be cited)
- Using others' passwords or changing information related to another's account (ie changing backgrounds, adding info)
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing network for commercial purposes
- Downloading any information or programs onto hard drives
- Playing violent games online
- Any Violation of the signed computer use agreement

**2. Violations of policy will result in loss of access. Student will also face additional disciplinary actions as stated in the handbook. When applicable, law enforcement agencies may be involved. Trying to work around the school filter will be considered "hacking" and will be disciplined accordingly. Students must sign the Computer Usage and Internet Safety Agreement in order to use district digital resources including computers, IPADs and Internet.**

**3. Access to Student Social Networking Passwords and Websites for Violations of school rules or procedures:** Per Illinois Sate Statute 105 ILCS 75/1 and Board Policy 7:140 Search and Seizure: School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

**C. FUND RAISING** Students are not to sell anything at school to other students or teachers unless the items are sold in connection with a school related project or school organization with the Principal's approval. **School fundraisers must not be disruptive of the school day and must be pre-approved.**

## **D. FOOD SERVICE AND MEALS**

The cafeteria will be in operation on each school day. A government Type A breakfast/lunch with milk will be served. Menus will be provided.

Guidelines and application forms for free and reduced lunches are available in the office and may be requested at any time during the school year. If the family's income changes because of a strike or temporary layoff, it is possible that the child will be eligible for free or reduced lunches during that period of time. The application will be reviewed and you will be notified of approval or denial. In case of denial, you will be given reasons for the decision. Students should give their lunch money to the school secretary or homeroom teacher.

Please put the student's name, homeroom teacher's name and amount enclosed in an envelope with the lunch money payment. (This is the best way to make sure that a child's account is credited.)

The cost of lunch is \$2.75 per day. Breakfast cost is \$1.50 per day and reduced breakfast cost is 30¢ per day. Parents may send payment by the week or month. (Example: lunch for a five-day week would be \$13.75 and a typical month of 20 school days would be \$55). Adjustments will be made to each lunch account for absences, holidays, or other non-pay days. Individual milks cost 30¢ each.

**We will notify you of any changes in the prices.**

**Important:** Lunch charges must not go past \$25. Students cannot charge any amount above the \$25 cap. Students may not purchase a la carte items or salads if they have an outstanding balance. Students will be given an ID card that is scanned in the cafeteria when food is purchased. For more information regarding district lunch policies, please see BOE Policy 4:45 regarding debt collection and the district meal charge policy. Meals can be prepaid at any time and can be prepaid online. Unpaid balances will be sent to debt collection and students with balances will not be allowed to participate in graduation ceremonies. All payments the final week of school must be paid in cash.

**Basic guidelines for lunch:** Food may not be taken out of the cafeteria. Students are expected to clean their immediate eating area prior to leaving the cafeteria. Lunches brought to school will not be put in the refrigerators. Therefore, all items in student's lunches should not need refrigeration. Sodas will not be available for purchase during the lunch hour. Students can purchase milk or water. Students are encouraged to bring healthy choices in their lunches. Microwaves are available for use by junior high students on most days. *Please note:* Breakfast times are prior to the start of the school day. *Students must eat immediately upon their arrival at school.*  
**Breakfast times are: 7:40-8:00 with classes beginning promptly at 8:10 at EIS and 8:05 at EJHS.**

#### E. PRESCRIBED MEDICATION

All prescribed medications must be checked in to the main office. **All medicine that is not on file and in possession of a student will be considered an infraction of the drug/alcohol policy.** Students must have the proper form on file for all medications including Tylenol or aspirin. Prescribed medication also requires a note from the physician. Dosage amount and schedule must be included in a parental note. Students cannot be given non-prescription medication without consent of the parent/guardian. Students will be allowed to carry inhalers as needed. Please file the necessary paperwork with the office if your child has a need to carry an inhaler.

#### F. SCHOOL LOCKERS

1. The school assigns hall lockers for EJHS students and some EIS students. With our cameras in place, the need for locks on the lockers is less. If available, students may request and rent an additional locker (for \$10) but this must go through the office. Items found in unassigned lockers will be removed and students are responsible for items in lockers they are assigned.
2. Lockers are assigned for the storage and protection of student belongings. They are not, however, private property. Items stored in lockers must be appropriate for school use and be in line with all school regulations. Valuables should not be kept in lockers for any reason.
3. For personal protection students must not trade lockers. Student locker numbers are on file and students are responsible for the items contained in their assigned lockers. The lockers are the property of the school and the school reserves the right to search and seize any inappropriate or illegal items at any time.
4. Students must open and close the lockers properly and refrain from kicking, slamming or prying on the lockers. Infractions of this will result in consequences.
5. Students are expected to keep lockers clean and orderly. Students are not to slam, yank, or kick the lockers. Nothing is to be posted in or outside lockers without the principal's permission.
6. **STUDENTS ARE TO PUT ALL BOOKS, BAGS, COATS, ETC. IN THEIR LOCKERS. NOTHING IS TO BE LEFT ON THE FLOOR. ITEMS LEFT ON THE FLOOR, ON LIBRARY TABLES, OR IN CLASSROOMS WILL BE COLLECTED AND REMOVED.** *Items left in the lost and found for more than one month will be donated to local churches or charity organizations. Students are responsible for checking the lost and found on a regular basis. Parents are also welcome to check the lost and found.*

#### G. USE OF TELEPHONE

School phones are for school business. Student's use of the phone is only for urgent and emergency situations. Students should plan ahead and arrange with parents at home when they want to remain after school for meetings, stay overnight with a friend, etc. Students may not use the school phone without permission. Cellular telephones cannot be used at school during the instructional school day. (Cell phones should be kept in the locker or out of site during the school day or they will be confiscated and returned to a parent.) Please do not call your child on his/her cell phone during the school day. If there is an **emergency**, please contact the school and we will pass the message to your child. Teacher permission must be given for a student to use a cell phone during the school day.

#### H. VISITORS AND GUESTS

**Buildings are locked during the school day. Please buzz in at the main door of EJHS.**

Due to safety concerns and possible disruption to the educational process, students are not permitted to bring guests to school. State law requires individuals (including parents and guardians) who visit the school, to report to the office so that their presence may be identified and understood by school personnel. Any unauthorized visitors will be asked to leave the property. Local police will be asked to assist when unauthorized visitors fail to leave when asked. Visitors to the school and on school-sponsored trips must obey all school rules and regulations. This includes rules regarding smoking on school property. Visitations by pupils from other schools

are usually not allowed. Visitors create a hardship for both teachers and pupils. Parents and guardians are always welcome, but they are encouraged to make an appointment to see a teacher, the principal, or to visit their children's classes. ALWAYS CHECK IN THE MAIN OFFICE (at EJHS) UPON ARRIVING AT SCHOOL! In Vergennes it is important to buzz in and speak with the office before entering the intermediate building. The secretary will direct you if you need to also sign in the office. Nametags will be available for visitors and should be worn at all times while visiting the building. Parents are also encouraged to make lunch arrangements and deliveries prior to the start of school. Take out meals and fast food lunches are discouraged and cause great disruption and distraction to other students. Any deliveries (lunches, forgotten homework, etc) should be taken directly to the office and will be given to your child at the earliest convenience or break in the child's school day. Deliveries should not be made to the child's classroom.

### **I. GIFTS AND TREATS for EIS Students**

Please follow these guidelines when bringing treats or gifts to children at school:

- 1) **Check with the child's teacher at least a day or two before the intended delivery.**
- 2) Provide an adequate number of treats to supply the entire class (or grade level for 4-5 graders). (For example cupcakes, ice cream, etc.) Treats will be given in the cafeteria on most occasions.
- 3) Don't send individual gifts to special friends or your child on holidays or other occasions. Gift and treat exchanges will be organized by the teacher or room mother for parties and should involve all students. (Please save these individual or special exchanges for after school hours.)
- 4) If in doubt check with your child's teacher or the office.

## **V. STUDENT SAFETY**

### **A. BUS SAFETY\***

Students, while riding buses of Elverado School District # 196, are under the jurisdiction of the school bus driver unless the administration has designated another teacher or adult. Bus safety regulations for students are part of the regular school rules and behavior on the bus is subject to regular school consequences. The rules are as follows:

1. It is possible that students will be given an assigned bus seat. They will be responsible for sitting in their assigned seat. Damage to the seat will result in consequences for the assigned rider as per #8.
2. At the bus stop, students should not move toward the bus until the bus stops. There should be no pushing or shoving while standing in line. Students must be on time to the bus stop to help keep the bus on schedule.
3. Students are not allowed to extend any part of their bodies or any other person's body out of the windows of the bus at anytime. Windows must not be lowered further than the marked line.
4. Students must remain seated in their seat while bus is moving. Students must not leave their seats, stand up or kneel in the seats while the bus is in motion.
5. Students must remain in the bus in the event of a road emergency until the driver gives instructions.
6. Students must be quiet when approaching and crossing a railroad.
7. Throwing objects on the bus is not allowed. Students must never throw things out of the windows of the bus. Damage to the bus or another vehicle as a result of throwing objects from the windows could result in legal charges or fines to the individual student and his/her family.
8. Treat bus equipment as you would your own valuable furniture at home. Never tamper with the bus or any of its equipment. Students who vandalize, cut or destroy bus seats will be responsible for the cost of replacing the seat cover and/or foam. As of 5/30/2010, the cost to replace a seat cover is \$25 and the cost for replacing seat foam is \$32. Prices are subject to change.
9. Students are not allowed to eat or drink on the bus. All school regulations regarding conduct also apply to the bus.
10. No animals or pets are to be carried on the bus.
11. Only those students who are eligible may ride the bus.
12. Loud talking and yelling on the bus is not permitted. Quiet talking is permitted, but noise level is at the discretion of each bus driver.
13. Cell phone use on the bus is limited as per driver's request. Students may not for any reason play music from a cell phone or other source on speakers. Music must be limited to players that allow the use of headphones and must be kept at volume that cannot be heard by others. Sharing of headphones is not allowed. Students may not "flash" or otherwise cause a light distraction with a cell phone or electronic device on the bus -including cameras. Such distractions will result in the confiscation of the device by the driver. Confiscated devices will be returned only to the parent and may have to be claimed in a school office.
14. Once a student gets on the bus the driver must deliver him/her either to the school or his/her home. Students may not get off at stops other than the one they have been assigned without proper permission and notes from the office.
15. Students must be courteous and safety conscious at all times. Books, packages, band instruments, athletic equipment, project materials and other objects must be kept out of the aisles.
16. Students must sit in their seats until the bus comes to a complete stop.
17. Students may cross the highway and road only when it is safe and the driver gives his/her permission to do so. When it is necessary to cross a two-lane highway, students should proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. They must then wait for a signal from the bus driver permitting safe crossing.
18. Students riding the bus for field trips, sports events, music functions, and any other extra curricular activity must obey the safety rules the same as any daily rider. All school rules are in effect for these bus events.
19. Students are expected to treat bus drivers with the same level of respect and attention to direction as they do any other teacher, administrator, or adult working for the district. Disrespect will be reported and consequences will be given.

*Any student breaking the bus safety regulations may be suspended and/or expelled from riding the bus. They are also subject to all school rules and consequences as stated in the handbook. Student safety is our highest priority and students may not jeopardize the safety of others by disregarding bus regulations. Riding the bus is a privilege that can be lost. Any bus suspension given extends to all buses on all routes and extracurricular buses, as well. This could cause an athlete to miss a game or a student to miss a field trip.*

## **B. STUDENT SAFETY FROM ABDUCTION**

Parents should instruct their children in ways to recognize the dangers of abduction and/or sexual abuse and what to do if they are confronted with a situation that could lead to either. If someone attempts to detain them on the way to or from school, children should go quickly to the nearest house to seek adult help. The school wants to be notified of any possible abduction attempts so protection can be maximized for all students.

## **C. SAFETY TO AND FROM SCHOOL**

Please encourage your child to observe safety rules when walking or riding a bicycle to school. It would be helpful if parents would assist students in establishing a route to and from school. This insures the child knows the safest route and can be found quickly if needed.

## **D. FIRE AND CIVIL DEFENSE DRILLS**

Each year three fire drills, a bus evacuation drill, a Law enforcement drill and one severe weather drill are conducted so students will be familiar with the procedure to follow in instances of crisis to ensure student safety. Maps and directions are posted in each room for safe exit from the building.

# **VI. CAUSES FOR DISCIPLINARY ACTION**

## **A. BEHAVIOR GUIDELINES**

The purpose of this policy is to promote a positive, constructive learning environment for all students in the Elverado Junior High and to offer guidelines to the staff in the management of serious instances of misbehavior. This policy clearly outlines the types of conduct for which students may be liable for disciplinary action. **Violations will result in Progressive Consequences.**

**1. Aggression**-the act of behaving in a manner that threatens someone else either through physical clues, word choice, or escalating actions. Students will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

**2. Assault, Attempted assault, Battery and Bullying** which includes all actions of aggression, physical contact, verbal and physical harassment on peers, school employees or any other person associated with the school. This includes violent physical contact (i.e fights) among students and ongoing harassment or bullying. Consequences are subject to the progressive consequences scale starting with #2 for attempted assault and bullying. Consequences will increase with each subsequent related action or incident. Student will be subject to immediate in school suspension for physical assault with the intent to harm with the possibility of 1-10 days of out of school suspension. Expulsion may be considered by the Board of Education depending on severity.

**Bullying** will not be tolerated and is defined as ongoing verbal, physical, written, or electronic communication that causes a student to fear harm to their person or property, undergo emotional distress, alter academic performance, or limit their ability to benefit from services or activities. Examples 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. 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.

**Bullying becomes a school issue** when it occurs: 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.

Students are encouraged to report bullying. A report may be made orally or in writing to the district superintendent or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the building complaint manager (building principal) or any staff member. Anonymous reports are also accepted by phone call or in writing but please note that lack of detailed information may make issues more difficult to resolve.

Bullying shall be addressed as outlined in board policy 7:180- Preventing Bullying, Intimidation, and Harassment.

### 3. Building Rules for EJHS

- a. Food and beverages may not be consumed in the halls
- b. During class periods, students may not talk or make loud noises in the hallways or restrooms
- c. No littering—anywhere on the school campus
- d. Pushing, intentional tripping, or other forms of rough-housing are not permitted at any time.
- e. Students are expected to walk and to refrain from making loud noises in halls.

#### **Building and Playground Rules for EIS**

- a. Running is not permitted in the halls
- b. Food and beverages may not be consumed in the halls
- c. No littering
- d. Pushing, intentional tripping, or other forms of rough-housing are not permitted at any time
- e. Students are expected to move quietly in the halls
- f. Students should not talk loudly or play in the cafeteria
- g. Go up the ladder on the slide, slide down on bottom only
- h. One person per swing
- i. No playing behind building at any time.
- j. Students must not pick up or to carry other students
- k. Student must play away from the building-across the side walk
- l. Students may not play on the bicycle rack
- m. Students must line up when told by the teacher to do so
- n. Ropes are for jumping only
- o. Students may not play on ball diamond at recess without permission from the teacher

Students violating these rules will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

**4. Cheating**-claiming other students' work as one's own. Students will lose credit for the assignment/test and will be subject to progressive consequences. The student sharing the work may also lose credit for the work and be given similar consequences if the work was shared willingly for the purpose of cheating.

**5. Classroom Disruption**-causing the normal daily processes in the classroom to halt due to behavior or attempts at getting attention. Student will be given a written warning. Multiple write-ups will result in detention. Subsequent disruptions will result in Progressive Consequences.

**6. Defiance**-choosing not to follow the directives given by a school employee. The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

**7. Destruction of Property** (vandalism) including arson, broken glass, graffiti or any and all actions or attempted actions which result in damage to school property or individual student or school employee property. This can include excessive wear when proper care of the item was not taken and any damage to a bus. The student will be subject to consequences on the Progressive Consequences scale, with consequences matching the severity of the action. The student will also be responsible for the cleaning and care of the property to restore it to its undamaged state. When the property cannot be restored, the student and his/her family will be responsible for the cost of repairing or replacing the damaged property.

**8. Disrespect** of any school employee through name-calling, questioning authority, dishonor or any verbal abuse either spoken or in writing. The student will be subject to Progressive Consequences beginning with step 2 at a minimum. More severe consequences will result from repeated offenses or in individual cases determined to be more serious as determined by the principal.

**9. Dress Code Violations** Student will be asked to change clothing in accordance with the dress code as listed in this handbook. Consequences are listed in the dress code.

**10. Drugs, alcohol, or any related paraphernalia or facsimiles**- this includes possession of or any apparent or suspected use (including the smell of alcohol on the breath) of the above items or cigarettes, lighters, or similar items. Students will be subject to suspension of 2 to 10 days and possible expulsion as outlined in the Board Policy. Authorities may be contacted.

**11. Extortion**-Forcing others to give up items of value by using force or threats. The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the action.

**12. False Alarm**-unauthorized activation of a fire alarm or school alarm system or the report of a bomb threat or other false report that either endangers individuals, causes panic, or unnecessarily involves local law enforcement or emergency personnel. The student will be suspended from school for a period of two to ten days. Authorities may be notified.

**13. Forgery**-providing a written signature that is not valid such as a parent's signature written by a student on notes, records or other documents or to provide false information such as dates or addresses.

The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action. Parents will be notified.

**14. Gang Activity**- While on school property or at any school activity, students may not wear, possess, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is evidence of membership or affiliation in a gang. Students shall not commit any act or use any speech either verbal or nonverbal (handshakes, gestures, etc.) showing membership or affiliation in a gang.

1. Soliciting others for membership in a gang.

2. Requesting any person to pay protection or otherwise intimidating or threatening any person.
3. Committing any other illegal act or violation of school district policies.
4. Inciting other students to act with physical violence upon any other person.

The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

**15. Hazing**-the use of force or intimidation to force an individual to do something as a part of an initiation. Hazing actions are prohibited both on and off school property when involving even the slightest element of physical danger, personal humiliation, or poor taste as determined by school personnel. The student will be subject to consequences on the Progressive Consequences scale, with consequences matching the severity of the action. Authorities may be notified if the action takes place outside of school property.

**16. Littering**- including school property, at school sponsored events or the school buses. Students caught littering will be required to pick up their trash and any other in the general vicinity of the offense or be subject to Progressive Consequences.

**17. Profanity**-the use of foul language as determined by school employees. The student will be subject to consequences on the Progressive Consequences scale starting at #2.

**18. Prohibited Items**- Students should not bring the following items to school:

1. Energy Drinks –students may not consume these on school property or bring in a lunch
2. Fireworks
3. Playing or trading cards
4. Tobacco/alcohol/drugs or related paraphernalia
5. Any form of medication-medication must follow policy as outlined in this handbook.
6. Firearms and/or look-a-likes
7. Toys (including souvenirs, costumes, or other “accessories” which might be disruptive to the school day)
8. Roller Skates or shoes with wheels
9. Video equipment or other electronics *not approved by a teacher or the principal*
10. Beezers, pagers, laser pens or pointers
11. Any item as noted in the weapons policy.

**\*\*Cell phones and music players are generally prohibited during the school day. Students may not use these items *during the instructional school day at the junior high or at any time in the intermediate building without specific teacher permission.*** Cellphones should not be seen or used in the hallways and can only be used in the classrooms for academic purposes as outlined by the teacher. It is the student’s responsibility if they carry a phone to follow the teacher’s rules and guidelines for use and storage in each classroom. Students also may not use phones in the restroom or other inconspicuous areas of the school at any time. The office phone may be used if needed during the school day with permission of a school staff member.

In the case of electronic equipment or toys (with the exception of cell phones and high ticket items which are returned only to parent): First offense: Item is given back at the end of the week. Second offense: Item is given back at the end of the year or to a parent upon request. **Computer based tablets, IPADs, or e-readers may be allowed with the permission of the teacher(s). These must be registered in the office.** *Use of these items must within the rules of the classroom and for the purpose of academics. They may be asked to be turned off, put away or will also be confiscated if disruptive or non-academic use continues after warning.*

In the case of fireworks, illegal items, weapons, or medication: Prohibited items will not be returned to the student.

Cell phones, electronic equipment and other items of value will be returned only to the parents. Students who use the items during the school day will have the item confiscated and will also serve consequences for repeated offenses unless pre-approved for use and registered in the office

**19. Public Display of Affection**--this includes all displays of affection other than hand-holding. The student will be subject to consequences on the Progressive Consequences Scale, with consequences starting at step 2.

**20. Tardiness**-Students who are late to school without valid cause or late to class *as determined by the teacher.* Students late to class will have the action recorded in their planner and will serve 10 minutes for each infraction. Longer consequences may be required for repeat offenses.

**21. Theft**-Taking or acquiring the property of others without their consent or the knowledgeable acceptance of stolen property. The severity of the consequences will be in accordance with the severity of the incidence. The theft of school property will result in 1 to 10 days suspension with possible expulsion.

**22. Unauthorized Areas** -Students are not to be in areas off the gymnasium, outside of the building, in the teacher’s lounge, or in an empty classroom or office without consent and supervision of a teacher. Student may not climb onto towers, trees, or onto the roof. Students will be subject to consequences on the Progressive Consequences Scale starting at step 2.

**23. Weapons**- No student shall bring any type of weapon onto school property at any time. The term “weapon” is anything that can cause bodily harm, including knives, razors, clubs, metal knuckles, lighters, chains, guns that propel by explosion, escaping gas, and includes any object that might appear to be a dangerous weapon (e.g. look-alikes, toy guns, toy knives, etc.). Students will be subject to suspension and possible expulsion as outlined in the board policy. Authorities may be contacted. Look-alike weapons are also in this category.

**24. Other behavior choices** and items brought to school that are disruptive to the learning environment for the individual student or other students will be considered a violation of school rules. It is impossible to cover every possible situation or student choice. Student safety and student learning are our foremost concerns and consequences can and will be given to students who violate the safety or learning for themselves or others.

## B. PROGRESSIVE CONSEQUENCES SCALE

As students accumulate behavior referrals and/or refuse to serve the consequences of a behavior there is a need for increasingly strict consequences. The Progressive Consequences procedures insure that students serve added consequences for added offenses. Students may start at any point on this scale depending on the severity of the infraction. The principal or designee will determine the appropriate level of punishment. Classroom rules and consequences are prior to any consequences given on this scale.

1. Student is removed from class and sent to the office or a behavior referral is completed which describes the incident. Student will have a conference with the principal.
2. Student is assigned to serve 1-3 Detentions (Served at lunch, before school **or after school**). Parents will be notified for consecutive multiple days of assignment or detentions that require alternate transportation for the same offense.
3. Student is assigned to serve 1 hour to 1 full day of In School Suspension. Parents will be contacted when in school exceeds ½ day. \*
4. Student is assigned to serve 1 day to 10 days of In School Suspension and loses participation in any extracurricular activities for up to two weeks. Parents may be asked to come in for a conference. \*
5. Student is assigned 1 to 10 days of Out of School Suspension. Parents may be required to come in for a conference.
6. Student may be recommended to the Board of Education for expulsion.

*\*As an alternative, students may be expected to make restitution, clean up a mess, sit out of a class or activity or serve other appropriate consequences directly related to their offenses.*

*As per board policy 7:190 Student Discipline, neither isolated time-out nor physical restraint shall be used a form of punishment.*

## C. DRESS CODE

Students must adhere to the following guidelines regarding their daily dress when attending school or school-sponsored events. While the need for individual expression is recognized, schools must provide an environment free of distraction whenever possible. Closely following the school dress code will insure that students of both genders are more comfortable and free to concentrate on the tasks of students. Separate guidelines may be provided for formal dress events or dances.

1. Shorts and skirts must be no shorter than a student's fingertips when arms are held straight to one's side.
2. Girls may not wear shirts with spaghetti straps and boys may not wear muscle shirts. Straps on sleeveless shirts should be at least three finger-widths wide as a guide.
3. Pants should be worn at natural waist with no undergarments showing. In all cases, shirts should meet and cover the waistband of the pants. Bellies and backs should not be seen—even when arms are raised. This is for both genders.
4. Sunglasses are not to be worn in the classrooms or school building. They are to be left in the student's locker. Physical Education teachers can allow use of sunglasses at their discretion for outdoor play.
5. Roller skates are not allowed at school, including tennis shoes with folding or hidden wheels.
6. Students are not to wear their caps or hats inside the building during the day. Caps/hats are to be kept in the lockers. Caps and hats should not be shared. These will be confiscated for multiple infractions.
7. Items of clothing must not display language in violation of school rules and regulations. Messages and graphics on clothing must not be offensive, suggestive or provocative in any way. Clothing must not advertise cigarettes, alcohol, or other companies or things deemed inappropriate by the administration.
8. Excessively torn or worn clothing that allows undergarments to show or which displays skin that should be covered as stated in other clothing guidelines is not acceptable.
9. **Final determination of acceptable clothing lies with the principal.**
10. **Best rule of thumb when choosing clothing to wear to school or school events: "If in doubt--don't".**

**Both EJHS and EIS students are encouraged to dress for comfort and ease of movement. Students will be participating in physical education and/or recesses and outdoor play where restrictive or inappropriate clothing may cause a safety hazard. High heels, boots, and other uncomfortable shoes or excessive accessories that require attention and maintenance may also create a distraction or barrier to learning. Please keep this in mind when assisting students in making good choices each day.** If a student is unable to correct the problem at school, students may be given acceptable clothing to wear, be asked to turn shirts inside out, or may need to contact parents to have them bring acceptable garments. Students who continually violate these guidelines will be subject to Progressive Consequences.

## D. STUDENT FINES

The pupil shall be held responsible for payment of damage to equipment, furnishings, books, and damage to the building from his/her misconduct, violation of instructions, or established rules and regulation. The pupil is responsible for payment of fines assessed because of his/her loss, excessive wear or damage of school rental property. Loss of a lock for the locker, damage or loss of textbooks and library books falls under this category.

## VII. EXTRACURRICULAR STUDENT ACTIVITIES

### A. ACADEMIC REQUIREMENTS FOR STUDENT ACTIVITIES

As per school board policy, "no student may fail in more than one subject and retain his/her eligibility for student activities. Student eligibility checks will be made on a pass or fail basis". The academic requirements for all students who participate in student athletics, Beta Club, Scholar Bowl, Student Council, and Cheerleading shall be as follows:

1. No student shall be allowed to fail in more than one subject per week while he/she is participating in any student activities.
2. Student weekly grade checks shall be determined on a pass or fail basis.
3. Students shall be deemed passing if he/she is doing D work or better. A student shall be deemed failing if he/she is not achieving D- work or better.
4. To check the academic status of students a master list of all student activity participants will be routed to all Junior High School teachers on the last school day of each week. The teachers will record at this time the academic status of each student for the following week of eligibility. This procedure will be followed for the duration of each activity. The grade shall reflect the student's quarterly grade up to the date of the report.
5. Any student who receives two or more failing grades during a weekly grade check shall be declared ineligible for the following week of activity. A student may regain eligibility at the next weekly grade check if no more than one subject is failed.
6. When a student has an incomplete grade in a subject the work will not be computed into the weekly grade check. The incomplete work will be figured into the next weekly grade check. This applies only to work that is excused under normal circumstances.
7. Grades will be figured cumulatively each week. Quarterly grades have no bearing on a student's academic eligibility. The beginning of a quarter will begin a new academic grading period.

#### **B. BETA CLUB**

The Elverado Junior high Beta Club was chartered October 1979. To become a member you must:

1. have a 4.5 grade average (all classes averaged together)
2. pay dues (currently \$18) which cover all years of participation in junior high
3. attend a formal initiation (a candle light service)
4. maintain at least a 4.0 average
5. attend regular and special Beta Club meetings along with participating in projects and activities.

\*Members will receive a pin, a membership card, a journal, and instructions on being an officer, conducting a meeting, etc. Members will do service projects for the school and earn money for a trip.

#### **C. CHEERLEADING**

Tryouts are held before a panel of judges each spring or at the beginning of the school year. As cheerleaders their purpose is to maintain the pep and enthusiasm of the student body and foster good relationships with other schools and their cheerleaders. Cheerleaders are considered to be official student representatives of their school and must display good sportsmanship, loyalty to their school, and neatness in their appearance. Cheerleaders must meet eligibility requirements.

#### **D. INTERSCHOLASTIC ATHLETICS**

The Elverado Junior High School offers an interscholastic athletic program consisting of baseball and basketball for boys and softball, volleyball, and basketball for girls. Other non-official sports (such as track) may be offered. An outline of expectations will be given to parents of all participants prior to the first game of the season.

Each student desiring to try out and participate must fulfill these requirements:

1. Have an annual physical examination.
2. Have signed parents' consent to try out and participate complete with a signed copy of the sports guidelines for each individual sport/season prior to the start of the season.
3. Meet the eligibility requirements of the Illinois Junior High School Athletic Association and the QCAC Conference.
4. Display conduct that will not in any way bring discredit to the school.
5. Students ineligible to play sports due to grades or behavior will not be allowed to practice or attend games (both home and away) unless directed and supervised by the coach and approved to do so by the principal.

#### **E. SCHOOL DANCES**

Dances are held in the winter and spring semesters each year. Attendance is a privilege and admittance must be earned and paid for with planner points. EJHS dances are for Elverado Junior High students only. Students who are ineligible for other school activities due to grades or behavior may not attend even if they have enough behavior tickets to purchase a dance ticket. Students who display inappropriate behaviors at the dance will be required to call their parents to pick them up immediately. The dress code may not be enforced to an extreme during this event, but students and parents are asked to make choices based on age appropriateness and modesty. Prom style dresses and formal wear should be saved for high school.

#### **F. SPORTS EVENTS**

Elverado Junior High School is the site of many events during the year. It is very important that E.J.H.S. students practice good citizenship, be good hosts, and show respect to the visiting school. They must observe the following rules at both home and away games:

1. Students will not boo or yell offensive cheers at any time.
2. Students will not yell when cheerleaders from the visiting school are performing on the floor.
3. Students must stay off the playing floor unless they are dressed to play in the game. Athletes may "warm-up" prior to their game, but proper shoes must be worn and conduct on the floor must adhere to all school rules and sportsmanship.

4. Students must display the same good courtesies to the other school, as we would like for them to display to us.
5. Students must accept the referee's decisions as final and accept without any discourtesy.
6. All school rules will be enforced.
7. Students may not leave and return or leave the building for any reason without permission.

**Students failing to observe these rules will be asked to leave and may lose future attendance privileges.**

## **G. STUDENT COUNCIL**

Membership shall be open to and limited to duly elected officers and representatives of the Elverado Junior High School student body. All members of the council shall maintain at least a "C" average in class subjects and good conduct during their term of office. If a member's average should fall below the mandatory level, they shall be required to resign his position until his/her grades are raised. Officers shall consist of a president, vice-president, secretary, and treasurer. Four representatives shall be elected from each grade level. The president and vice-president are elected each spring from the current student council members.

## **I. ASSEMBLIES**

Assemblies will be held at various times throughout the school year. School assemblies include "pep" or educational assemblies by various classes and student groups and special assemblies by paid performers. The assemblies will give students an opportunity to perform and to see others perform. Attention and respect shall be shown during the programs. Students will follow these rules or will be removed from the assembly:

1. No whistling or shouting.
2. Give undivided attention to the speaker and/or group performing.
3. Applaud by clapping hands only.
4. Respond immediately to any correction given by a school employee.
5. Do not leave the assembly until dismissed by the person in charge.

### **Additional Information for Parents—**

**PLEASE NOTE: We use a phone messaging service to relay information to parents throughout the year—including school closings. PLEASE make sure you are receiving those and make every effort to keep a current phone number on file with the office of your child(ren)'s school.**

1. **Special Education** Parents who believe a child is experiencing an academic problem due to a learning disability or other learning problem may request an evaluation to determine eligibility for special education services. The Elverado School District will work with Tri-County Special Education District, teachers, and parents to determine a student's eligibility for special education services. A parent or guardian may contact a student's teacher or building principal to initiate a special education evaluation.
2. **Pesticide Use Notification** Both EJHS and EIS use pesticides and other chemicals to control insects inside the buildings and vegetation outside the buildings. The District sprays various rooms and hallways. The spraying is applied when there are no children at the school. The commercial spray applications usually applied once each month. Grass and weeds are controlled during the growing season. The maintenance person sprays grass and weed killer on school grounds during the summer when there are no children in attendance. Any person on school property needs to inform the building administration in writing of such adverse reactions so that precautions may be taken when such chemicals are being used.
3. **NOTICE of Family Rights and Privacy** (In accordance with the Family Rights and Privacy Act of January 4, 1975. The Elverado Community Unit District 196 disseminates the following information related to Student Records.)  
There are several types of student records kept by the teachers and administrators of the Elverado Community Unit 196 School District. Each student has a Permanent Record containing information related to birth date, address, name of parent or guardian, student academic history, yearly attendance records, and health records. This folder is accessible in the building where the student attends. The Cumulative Folder is a permanent record and may be reviewed by the parent by contacting the principal of the building where the student attends. The Principal will, within 10 business days of the written request, arrange for a review. Permanent records will be kept on file for 60 years after a student graduates or leaves the district.  
Materials reviewed may be challenged as to their accuracy and/or relevance. Certain other records are kept by the school district, which are of a temporary nature; such as, state assessments in elementary school, psychological evaluations, record for extracurricular participation, home language survey, disciplinary record, intelligence test scores, and family background information. Temporary records will be kept on file for 5 years after the student graduates or leaves the district. Annually the district will destroy all student Temporary and Permanent records that have met the legal timelines as described above. Such records will be destroyed by July 1 of each year and parents and students of legal age have the right to request a copy of records by June 30<sup>th</sup> prior to scheduled destruction.

Additional notice is given that the following "Directory Information" will be released to the general public (most often through school yearbooks) unless a parent request that any or all such information not be released on his/her child.

- A. Identifying information: name, address, gender, grade level, birth date and place, parents' name and addresses.
- B. Academic awards, degrees, and honors
- C. Information in relation to school sponsored activities, organizations and athletics
- D. Major field of study
- E. Period of attendance in the school

4. **Transferring** Students planning to transfer to another school should bring a note from their parents to the office. The note should contain the school and city to which the student is moving as well as the expected date of the last attendance at Elverado Intermediate or Junior High School. For reason of unsafe school: The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.
5. **Textbook Rental** A textbook rental fee is required of each pupil when he/she enrolls on the opening day of school. The rental fee is set annually by the Board of Education. Grade cards will be withheld until fees are paid. Fees are non refundable. Students who qualify for free or reduced lunch and have completed the paperwork will be eligible for a waiver for these fees.
6. **Equal Opportunity and Sex Equity** Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent, Kevin Spain.
7. **Animals on School Property** In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.
8. **Emergency School Closings** In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as reasonably possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Closing will also be posted on the district website and can be sent to you via text message if requested. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.
9. **Video & Audio Monitoring Systems** A video monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.
10. **Accommodating Individuals with Disabilities** Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.
11. **Standardized Testing** Students and parents/guardians should be aware that students in grades 3-8 will take standardized testing. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following: 1. Encourage students to work hard and study throughout the year; 2. Ensure students get a good night's sleep the night before exams; 3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4. Remind and emphasize for students the importance of good performance on standardized testing; 5. Ensure students are on time and prepared for tests, with appropriate materials; 6. Teach students the importance of honesty and ethics during the performance of these and other tests; 7. Encourage students to relax on testing day.
12. **Homeless Child's Right to Education** When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
13. **Sex Education Instruction** Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.
14. **Parental Involvement (Title 1)** The school annually has a meeting for all Parents/Guardians. The time and place for this meeting will be posted on the school website. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are

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

15. **English Language Learners** The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.
16. **School Visitation Rights** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.
17. **Mandated Reporters** All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.
18. **Sex Offender Notification Law** State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1.To attend a conference at the school with school personnel to discuss the progress of their child. 2.To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services. 3.To attend conferences to discuss issues concerning their child such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.
19. **Sex Offender & Violent Offender Community Notification Laws** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.
20. **Dues and Fees** Parents are expected to pay all dues and fees in a timely manner. Book rental, sports fees, breakfast/lunch bills, extra-curricular expenses, and other bills are incurred throughout a school year. Some extra fees may be supplemented through our Booster Club or other parent sponsors. Please check with the school if there is a bill you cannot pay. Payment plans can be set up. Prior to the end of each school year parents/Guardians will be notified of all outstanding dues and fees owed the district. Failure to make restitution or establish a payment agreement by the last day of student attendance will force Elverado CUSD #196 to pursue collection through small claims. The parent/guardian will be liable for all legal fees incurred by the district associated with small claims collection in addition to outstanding dues or fees. Students who have outstanding debt will not be allowed to participate (walk) in graduation ceremonies at the end of 8<sup>th</sup> and 12<sup>th</sup> grades.
21. **EPI PENS** We do have some EPI pens at school for emergency use. If your child has a need for one, please let us know and consider asking your doctor for an additional prescription for use at school.
22. **Food Service Discrimination** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

23. **Absence as related to parent in active military duty** A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
24. **Educational Stability of Foster Care Students** Children in foster care have a higher rate of mobility than their same age peers. A high occurrence of mobility can negatively impact students in many ways, including poor academic performance. Pursuant to the Every Student Succeeds Act (ESSA), the Elverado School District will work to:
  - 1) Ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the best interest of the child; and 2) Develop in partnership, consistent with the ISBE and local welfare agencies, procedures that ensure transportation is provided, arranged, and funded for students in foster care. 3) If it is not in the child's best interest to remain in the school of origin, District officials will facilitate the child's enrollment in a new school. 4) The District's foster care point of contact is the School Social Worker. Upon notification of a student being placed in foster care, or being brought to the district to enroll. District officials will work with other agencies to achieve what is in the best interest of the child.
25. **To be excused from Physical Education classes** In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. Students with an Individualized Education Program may also be excused from physical education courses for specific documented reasons. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.
26. **Home and Hospital Instruction** A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **Illinois Statutes**

The following guidelines will be adhered to in the administration of the State statutes Child Health Examination Code Subpart B:

- a. Students enrolled in the district for all or part of the preceding school year will have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.
- b. New students who enroll in the district at the beginning of the school year will have forty-five (45) days to complete requirements.
- c. New students to the district who enroll after the beginning of the school year will have two (2) weeks (10 school days) to make appointments with proper professionals necessary to comply with the law. School authorities must be advised of this appointment date. Should the child fail to keep this appointment, he or she will be considered to be in a noncompliance and be immediately excluded from school until compliance requirements are met.
- d. **NEW 2015—MENINGOCOCCAL CONJUGATE VACCINE (MCV4)-BEGINNING IN THE 2015-16 SCHOOL YEAR** students entering the 6<sup>th</sup> grade must show proof of receiving one dose of MCV4 on or after eleven years of age. Students entering 12<sup>th</sup> grade must show proof of receiving two doses of MCV4 with the second dose on or after the 16<sup>th</sup> birthday. If the first dose of MCV4 is given on or after the 16<sup>th</sup> birthday then only one dose is required at 12<sup>th</sup> grade.
- e. **DTP/DTaP/or Tdap, TD** – Any child entering kindergarten or first grade for the first time shall show proof of having received for or more doses of Diphtheria, Tetanus, Pertussis (DTP or DTaP) vaccine, with the last doses being a booster and having been received on or after the fourth birthday. The first three doses shall have been received no less than four weeks (28 days) apart. The interval between the third and fourth doses shall be at least six months. Children six years of age and older may receive Tetanus, Diphtheria (Td) vaccine in lieu of DTP or DTaP vaccine
- f. **Polio** – Any child entering school at any grade level (kindergarten through 12) shall show proof of having received three or more doses of polio vaccine (oral poliovirus vaccine OPV or inactivated poliovirus vaccine IPV). A child who received any combination of IPV and OPV shall show proof of having received at least four doses, with the last dose having been received on or after the fourth birthday. Doses shall have been received no less than four weeks (28 days) apart. A child who received IPV exclusively or OPV exclusively shall show proof of having received at least three doses, with the last dose having been received on or after the fourth birthday. Doses in the series shall have been received no less than four weeks (28 days) apart.
- g. **Varicella (Chickenpox)** - Beginning with the 2014-2015 school year any student entering kindergarten, sixth grade, or ninth grade for the first time shall provide proof of having received two doses of varicella (chickenpox) vaccine on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.
- h. **Hepatitis B** - Incoming 6<sup>th</sup> grade or transfer students in the 6<sup>th</sup> grade and above are required to show proof of

having received three doses of Hepatitis B vaccine, or proof of immunity described in Section 665.250(g). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination (see section 665.250(f)).

- i. Mumps – Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).
- j. Rubella - Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).
- k. Measles – Children entering school at any grade (kindergarten through 12) shall show proof of having received two doses of live measles virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first or other proof of immunity described in Section 665.250(c).
- l. Any student entering kindergarten, second and sixth grade are required to have a dental exam completed. Dental exam forms must be presented to the school.
- m. Parents or legal guardians who object to immunizations or physical examinations for their children on religious grounds must present to the board of education through their principal a written, signed statement of such objection. Forms stating religious objection may be obtained from the principal.
- n. Students, who, for medical reasons, cannot receive the required immunizations, must present to the board of education through their principal a signed statement by a licensed physician indicating their inability to receive the immunizations.

PLEASE NOTE:

Every attempt has been made to address all situations, all guidelines, and all policies that impact students and parents during a typical school year in this handbook. There are, however: always events and situations, which cannot be anticipated. In those cases, Elverado CUSD Board Policy, Illinois School Code and Illinois laws will be used to help determine the best course of action. All handbook guidelines and procedures are governed by these three higher levels of governing and are in compliance with them. Teacher and classroom rules, not listed directly in this handbook, will also be used following the laws and policies of the district and state. As previously stated, student safety and student learning are always the first considerations in enforcing the rules, guidelines and procedures in this handbook.