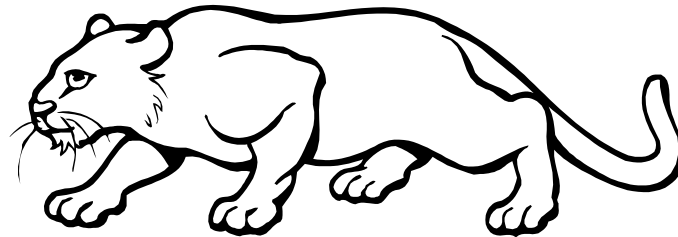




**MANTENO ELEMENTARY SCHOOL**  
**2009-2010**  
**STUDENT HANDBOOK**



Revised: June, 2009

# Manteno Elementary School Student Handbook

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

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

This handbook is only a summary of Board Policies governing the district and the board policies are available to the public at the District Office.

## Table of Contents

<b>I. Attendance Policy</b>	<b>3-4</b>
<b>II. Grading Policy</b>	<b>4</b>
<b>III. Disciplinary Policies</b>	<b>4-12</b>
<b>IV. Emergency Information</b>	<b>12-13</b>
<b>V. Medical Information</b>	<b>13-14</b>
<b>VI. Student Privacy/Parental Access to Info.</b>	<b>14-15</b>
<b>VII. Student Records/Rights</b>	<b>15-17</b>
<b>VIII. Other Transportation</b>	<b>17-19</b>
<b>IX. Staff Qualifications</b>	<b>19</b>
<b>X. Academic Support</b>	<b>19-22</b>
<b>XI. Miscellaneous Policies/Practices-Elementary</b>	<b>22-23</b>
<b>XII. District Policies</b>	<b>23-28</b>
<b>XII. Policy/Auth. for Dist. Network/Internet Access</b>	<b>28-32</b>
<b>XIII. Important District Information</b>	<b>33</b>

## Attendance Policy

If a student is ill or must be absent from school, the parents must report their student's absence every day the student will be absent. Parents are urged to use our 24-hour hotline (928-7200) to report the absence. If no report is made by 9:00 AM, a school representative will make contact with the parent at home or work to verify the absence. Parents calling do not have to send an absence note upon the return to school of their child. If we have not received a call, the child must bring an absence note (name, date of absence, reason for absence, and parent's signature) to the office upon his/her return to school. Students who become ill at school will be allowed to go home only after parents or emergency person is contacted. *AFTER THE 8TH ACCUMULATIVE DAY OF ABSENCE, A PHYSICIAN'S NOTE IS REQUIRED FOR THE STUDENT TO RECEIVE AN EXCUSED ABSENCE. STUDENTS ARE REQUIRED TO PRESENT DOCTOR'S NOTES TO THE OFFICE WITHIN ONE WEEK (7 DAYS) OF ANY APPOINTMENT, OTHERWISE THE OFFICE IS NOT REQUIRED TO DOCUMENT THE ABSENCE AS MEDICAL AND IT WILL COUNT AGAINST THE STUDENT'S 8 DAYS ALLOTTED. IF THE SCHOOL NURSE SENDS A STUDENT HOME, THAT DAY'S ABSENCE WILL BE COUNTED AS A MEDICAL NOTE. IF A STUDENT PRESENTS A COURT SUBPOENA, THAT ABSENT WILL NOT BE COUNTED AGAINST THEIR 8 DAYS ALLOTTED.*

### Definitions/Explanations

**Tardy** - Tardy is a student who arrives at school after 7:55 a.m.. If a student is tardy in the morning because of district transportation trouble, he/she will not be penalized. This is considered an "excused tardy". Any other tardy will be considered "unexcused".

**Full Day** - The state mandates those students, in order to be considered present for a full day, be in an educational setting for 300 minutes. If a student is present for less than 300 minutes but a minimum of 150 minutes, that student will be considered present for ½ day.

**Excused Absence** - This is an absence resulting from genuine and clearly understood causes that are accepted as justification for being absent from school. They include: illness, death in the family, and doctor or dentist appointments. An excused absence carries with it the privilege of making up work with NO penalty; however, a DOCTOR'S EXCUSE MAY BE REQUIRED AFTER THE FOLLOWING:

1. A period of five consecutive days of absence.
2. The student has a contagious or infectious disease.
3. The student has exceeded the 8 days excused absence as stated above.

**Unexcused Absence** - This is an absence without "valid cause". Examples include: Truancy, out-of-school suspensions, expulsions, shopping, haircuts, baby-sitting, beyond 8 days of absences without doctor's note, etc.

**Pre-Arranged Absences** - This is an authorized absence for causes other than those considered as excused. Examples are: family vacations, non-school sponsored trips or activities. A pre-arranged absence form must be completed by the parent. It is important to note that the administration reserves the right to deny these types of requests should they believe any extenuating circumstances exist that would necessitate a student's attendance at school. The school principal must approve these absences in advance. Students need to request assignments from each teacher a week prior to leaving. Teachers may decide which assignments should be

given prior to absence and when the remainder of the assignments will be due upon returning to school.

**Procedures for Excused Absences on Religious Holidays** - A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parents(s)/guardian(s) must give written notice to the District five days before the student's anticipated absence. Excused absence procedures are followed by teachers providing the student an opportunity to make up any examination, study or work requirements. (105 ILCS 5/26-2b)

## **Grading Policy**

**Purpose** - Grades are periodic reflections of student performance as measured by prescribed standards. Parents and students are provided a report card on a quarterly basis with an evaluation of student academic proficiency and student effort for each subject area.

**Letter Grades** - Letter grades indicate student achievement in relation to established classroom standards. Grades of A, B, C, D, are passing. A grade of F is failing. The schools in our district report on a nine-week basis. Report cards are handed to each student at the end of the tenth week. In addition, mid-term grades are sent home with the student. Mid-term grades are to be signed by the parent and returned to the school.

Grades are:

- A = 100 - 92**
- B = 91 - 83**
- C = 82 - 75**
- D = 74 - 65**
- F = 64 - lower**

**ISAT Testing** – All 3<sup>rd</sup> and 4<sup>th</sup> Grade level students will take the ISAT (Illinois Standards Achievement Test) during the week of March 2-6, with make-ups the week of March 9-13. Third grade students will take tests in Reading, Math and Writing. Fourth grade students will take tests in Reading, Math and Science. Accommodations will be followed according to IEP's (Individual Education Plans) for students with special needs. ISAT scores are part of a student's temporary records.

## **Disciplinary Policies**

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

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

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

**Statement of Philosophy** - The students' school should be THEIR school-- one to be proud of. They should be actively involved in its direction, its maintenance, and its care. The attitude of belonging and being an important contributor can do much toward establishing a spirit of cooperation, respect and responsibility. This sense of responsibility is further developed to include peers and adults. It is vital that we realize that all people are individuals with feelings, ideas, problems, strengths, and weaknesses. A sense of respect for this individuality is necessary to promote an environment that is safe and orderly, in which learning can occur.

Good school discipline is an issue everyone is concerned about. Parents, teachers, and administrators share their desire to make school a safe and orderly place in which learning can occur. The expectations for behavior outlined in this packet are designed to ensure that our children will get the best education possible.

We, as staff, administrators, and parents, need to realize our responsibility in this area. Therefore, it is expected that we all display respectful, positive attitudes, acknowledge good behaviors, and encourage our students to be responsible. We encourage accountability for each action. We encourage students to make good, responsible choices so that there is a caring, successful, orderly atmosphere in the classrooms, hallways, cafeteria, and playground.

**General Discipline Policies** -Discipline must be fair and consistent. Consequences must fit the behavior. Manteno staff and administration will recognize good behavior. Our PBIS program was developed to recognize students who follow the rules and act as role models to others.

When school behavioral expectations are not followed, it is the responsibility of the involved teachers and administration to work with the student, his parents, and any support personnel to help correct an inappropriate behavior and learn to make better choices. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining a consequence for inappropriate behavior, school personnel will consider the impact of the act, the student's previous history, any contributing circumstances, age appropriateness, and the effect of the behavior on the school community.

These discipline policies will be discussed with the students in each classroom. Students and parents will be asked to sign and return a letter stating that they understand and agree to abide by the discipline policy. An ongoing discipline committee, consisting of parents, teachers, and administrators, will be in place to monitor and review the policy.

**PBIS** - Manteno Elementary School we will continue the PBIS program (Positive Behavior Interventions and Supports), which is a proactive systems approach to preventing and responding to classroom and school discipline problems.

At Manteno Elementary School, we have three focus expectations: Respect, Responsibility, and Productivity. Emphasis is placed on developing and maintaining safe learning environments where teachers can teach and students can learn. PBIS is a systems approach that emphasizes:

- ◆ Team-based planning and problem solving
- ◆ An instructional approach to behavior and classroom management
- ◆ Active administrator support and participation
- ◆ Long-term action planning
- ◆ Establishment of staff commitment

PBIS allows all staff members to collaborate in the creation of school-wide discipline procedures and incentives and maintain an open dialogue as data is collected. “Cool tools” have already been developed to help teach and re-teach appropriate school behaviors throughout the school year. A reward system reinforces the cool tool behavior that is taught and then developed throughout the school year.

## **Behavioral Expectations**

### *General Building Expectations*

EACH STUDENT IS EXPECTED TO:

- a. Treat others, as they would like to be treated themselves – be respectful and courteous.
- b. Refrain from fighting or any behavior designed to hurt one self or others (immediate referral will result).
- c. Keep hands, feet and objects to oneself.
- d. Refrain from possession of tobacco products, alcohol, drugs, dangerous weapons or things that look like/can be used as weapons while on school property, while under the jurisdiction of school personnel, or while attending a school sponsored activity (immediate referral to the principal/ assistant principal will result).
- e. Refrain from bringing toys, electronic games, MP3 players, IPOD’s, CD players, yo-yos, skate boards, roller blades etc. to school, unless they are part of a school activity.
- f. Refrain from using foul language. Defiance and disrespect will not be tolerated.
- g. Refrain from gum chewing.
- h. Respect school property or that of others.

Rationale: To ensure a safe, orderly environment for learning to occur, certain behavioral expectations will be adhered to.

### *Hallway Expectations*

EACH STUDENT IS EXPECTED TO:

- a. Treat others, as they would like to be treated.
- b. Walk at all times.
- c. Keep hands and feet to themselves.
- d. Keep voices at a quiet level.
- e. Remain in line with the class.
- f. Yield to the right of other students.

Rationale: To eliminate accidents and altercations as well as not to disturb students who are learning in the classrooms.

### *Cafeteria Expectations*

EACH STUDENT IS EXPECTED TO:

- a. Treat others as they would like to be treated.
- b. Walk into the cafeteria.
- c. Enter quietly and follow directions of the staff/volunteers in charge.
- d. Sit at his/her assigned table.
- e. Talk in conversational tones to those around their table only.
- f. Raise his/her hand if something is needed once seated.

- g. Get permission to leave assigned seat.
- h. Use proper table manners.
- i. Keep food on one's own tray. Do not touch other's food.

Rationale: The cafeteria should be a pleasant place to eat and relax.

***A Note to Parents – We discourage you from sending soda as a drink with their lunch, the high levels of sugar and caffeine often prevent students from doing their best in school.***

*Playground/Recess Expectations*

EACH STUDENT IS EXPECTED TO:

- a. Treat others as they would like to be treated.
- b. Remain in the assigned play area unless given permission to leave.
- c. Leave stones, sticks, snow, and dirt on the ground.
- d. Refrain from climbing trees, fences or anything other than the appropriate equipment.
- e. Refrain from wrestling, tackling or playing rough.

Rationale: Recess is a time to play and enjoy outdoor activities.

*Assembly Expectations*

Each student is expected to:

- a. Keep hands and feet to themselves.
- b. Treat our guests and others with respect and courtesy.
- c. Sit in assigned areas only.
- d. Listen to speakers/performers without talking.

Rationale: Assemblies are a privilege, and occasions for students to practice appropriate social skills. It is a time to appreciate and enjoy special presentations. Failure to act accordingly will result in disciplinary action.

*Bus Expectations*

EACH STUDENT IS EXPECTED TO:

- a. Be courteous to fellow students and to the bus driver.
- b. Stay seated while bus is moving.
- c. Keep hands and head inside bus at all times.
- d. Refrain from loud talking and laughing or unnecessary confusion, which can divert the driver's attention and could result in a serious accident.
- e. Be absolutely quiet when approaching a railroad-crossing stop.
- f. Refrain from bringing food and beverages on the bus.
- g. Refrain from bringing animals on the bus.
- h. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- i. Follow all general building expectations.

Rationale: To eliminate accidents and altercations as well as not to distract the bus driver, for safety reasons. Failure to follow the expectations above will result in disciplinary action, possibly including loss of the privilege of riding the bus.

**Dress Code** - (Board Policy 7:160) Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

The following will serve as a guideline for clothing considered inappropriate:

- a. All clothing associated with a "disruptive" group.
- b. All clothing that is suggestive and/or revealing.
- c. All clothing that represents a gang, cult, or divergent group.
- d. All clothing that contains offensive sayings, profanity, drugs, alcohol, or racial/ethnic slurs.
- e. All clothing that contains satanic symbols, ghoulish details, gang signs, or symbols that glorify or mention death.
- f. Short shorts, mini-skirts, or tops that show the midriff. Anything above knee length may be questioned.
- g. See-through mesh shirts or thin-strapped tank tops.
- h. Coats, jackets, and hats may not be worn in school at any time unless it is for a class activity or specific permission by the staff has been granted. Belts, jewelry, and other accessories must be worn and used appropriately.
- i. Footwear – No shoes with wheels will be permitted; flip flops and sandals without back straps are discouraged. For P.E. class shoes that are not closed are discouraged.

Rationale: Students are expected to dress in a manner that is consistent with rules of health and safety, and that reflects a positive image. Style of dress may not disrupt classes, interfere with learning, or prevent class instruction.

**Discipline Referral Procedures** -Teachers bear the primary responsibility for student discipline. Students will be sent to the principal's office: 1) when they have reached the final step in the classroom behavior plan, or 2) for severe behavioral offenses (including but not limited to fighting, verbal abuse, possession of illegal or dangerous substances, breaking bus rules, and other offences at the teacher's discretion). At the time of a referral a teacher will need to send a report stating the reason for the referral. If the school administrator deems it necessary, he/she may refer the student for a consultation team meeting. The team discusses the reason for the referrals, and makes appropriate plans to address the problematic behavior. The classroom teacher will be involved in this discussion.

**Reasons that a student should immediately be sent to the principal:**

- (a) Fighting (both parties involved)
- (b) Causing pain or actually hurting another purposely. The teacher, in general, should handle accidents.
- (c) Gross disobedience towards a teacher or staff.
- (d) Stealing, damaging or defacing property belonging to the school or another person
- (e) Repeated harassment.
- (f) Other inappropriate behavior (beyond normal expectations) as determined by a teacher/staff member.

Consequences of referrals:

- (a) Conference with student
- (b) Notification to parent in writing or by phone

- (c) Loss of privilege
- (d) Conference with student, parent, teacher, and principal/assistant principal
- (e) Recommendation for counseling or other intervention service
- (f) After-school detention
- (g) In-school suspension
- (h) Out-of-school suspension

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

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

**When Concerns Arise** - Differences of opinion regarding discipline sometimes arise. If you have such a concern, please follow this Chain of Concern, so that differences may be resolved quickly and fairly. First, please call the teacher to make an appointment to discuss your concern. An appointment will allow for a constructive meeting, so problems may be discussed calmly and professionally. If, after meeting with the teacher, your concerns remain, please contact the building principal. At that time, the principal will ask if you have met with the teacher before arranging to meet with you. If the problem is not resolved at one of the first two levels, please call the superintendent to discuss the concern. If there is still no resolution, the final step in the Chain of Concern would be to contact the school board.

Often, concerns arise from misunderstandings, and can be solved at one of the first two levels. These steps should also serve as a model of conflict-solving procedures for our students to be used by teachers in solving differences between students.

**Damage to School Property (See Board Policy 7:170)** - Students will be required to pay for any damage caused by their actions. Teachers must report all noticed damages to the principal immediately. Vandalism to school property can result in the student being expelled from school.

**Bus** – All students who ride buses are under the supervision of the bus driver and are subject to the same regulations, which govern other school situations. (See Board Policy 7:220). Behavior concerns reported from the bus driver may be communicated to the office for disciplinary action. When applicable, the use of video recordings taken on the bus is used by administration. Public Act 95-0352, effective August 23, 2007, will allow both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school related activity. Notice of such recordings will have to be provided to parents, students, be clearly posted on the entrance door and inside the school bus. Because of confidentiality issues, these are not a matter of public record and it will be an administrative decision whether parents of students involved will be able to view the video recording.

**Behavioral Intervention Committee** - School District #5 shall maintain a Behavior Intervention Committee to implement the district policy on the use of behavior interventions. This policy was revised by the Manteno Discipline Committee and approved by the Board of Education on June 9, 1997. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated

June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

**Electronic Devices Prohibited** - Using or possessing an electronic paging device, Using a cellular telephone, video recording device, personal digital assistant (PDA) or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept off and out of sight during the regular school day unless:

- A. The supervising teacher grants permission,
- B. Use of the device is provided in a student's IEP,
- C. It is needed in an emergency that threatens the safety of students, staff or other individuals.

Devices that are used not in the accordance of this Board Policy may be confiscated and discipline may result. Board Policy 7:190 (105 ILCS 5/10-20.28; 720 ILCS 5/44-3)]

**Contraband** - Contraband is defined as goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. Contraband includes, but is not limited to illegal drugs and look-alike substances, alcoholic beverages, tobacco products, drug paraphernalia, and weapons. Students are not permitted to carry, possess, or distribute contraband at any time. In compliance with this policy, toy guns, knives, or any toys that in the opinion of the principal/assistant principal could be construed, as a weapon not permitted at school. See Board Policy 7:190 for further information.

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

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

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

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

Students who violate the aforementioned policies will be dealt with on an individual basis. Educational options may be available through the administration in cooperation with support agencies.

**Gangs and Gang-Related Activity** – Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,

2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (3) inciting other students to act with physical violence upon any other person.

Disciplinary action may occur according to the guidelines in Board Policy 7:190-AP2

**Aggressive Behavior/Bullying & Cyber bullying** – (Board Policy 7:20) No person including a District employee or agent or student shall harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Our school will not tolerate harassing or intimidating conduct which makes people feel uncomfortable or humiliated, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one characteristic stated above.

**Suspension and Expulsion Procedures** -The following are suspension procedures according to Board Policy 7:200

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

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

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

presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.  
(105 ILCS 5/10-22.6)

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

**Search and Seizure** - To maintain order and security in the schools, school authorities are authorized according to Board Policy 7:140 to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

When feasible the search should be conducted as follows:

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

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

If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate the evidence may be transferred to law enforcement.

(105 ILCS 5/10-22.6)  
(105 ILCS 5/10-22.6 (e), 22.10a)

### **Emergency Information**

**School Safety Drill Program** - The school will conduct routine safety drills in compliance with the Illinois State Board of Education mandates.

**Fire** - Fire drills will be held three times during the school year. Staff members review exit routes with students yearly.

**Tornado** - We practice a tornado drill each March. Everyone is to go immediately to the assigned hallway area and follow drop, cover and hold protocol until an all clear notice is given.

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

In the event of an emergency mid-day closing, the staff will share the burden of contacting parents to make arrangements. This may be done by phone or email, so it is important to keep student information up to date.

Children will continue to go outside for recess even in cold weather. If the temperature is 20 degrees or colder, we will stay indoors (we also take the wind-chill into consideration especially since we have no protection from the wind at the elementary school). The principal will make the decision to cancel outdoor recess if necessary. Parents should see that children are properly dressed for adequate protection from the wet and cold weather.

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

**Guidance Counselor and Social Worker Access** - The School District offers guidance and social worker services. Parents/students should arrange an appointment to discuss any academic or social problems that they may face or have with his/her guidance counselor or by contacting the building principal for contact information.

## **Medical Information**

**Administration of Medications** - No school personnel shall administer to any student, nor shall a student possess or consume any prescription or non-prescription medication, until a completed and signed medication authorization form (Form 7:270E) is filed, which is available from each school. These forms will be kept on file and must be obtained before any medication is dispensed. The form will specify the times at which the medication must be dispensed as well as the dosage, duration, and intervals. All medications will be kept in the school office. No student will be permitted to keep medication in his/her desk, locker, pocket, and lunch box or book bag. The only exception to this rule is an authorized statement by a physician concerning inhalers or self injectables (approved by authorized school personnel).

**Asthma Medication**-According to Public Act 94-0792 asthmatic students will be allowed to carry their inhaler with parental and physician approval and to self-administer this medication as needed. The necessary permission Form 7:270E is available from each school. If parent or physician requests the student may administer said medication in the school office. It is the parent's responsibility to train and evaluate their child's knowledge of the inhaler before use. Students in Early Childhood through 3<sup>rd</sup> grades are requested to keep their inhalers in the health offices to assure appropriate use and the need of their inhalers.

**Epinephrine Medication** – According to Public Act 94-0792, epinephrine auto-injectors may be carried by students with permission of parent/guardian and the student's physician. It is the parent's responsibility to train and evaluate their child's knowledge of the auto-injector before processing it. Form 7:270E is available from each school and must be filled out completely by the parent and physician. Epi-pens may also be stored in the health office if the parent or physician prefers.

**Physical Exams or Screenings** - Parents will receive prior notice of any non-emergency, invasive physical examination or screening (as defined in Board Policy 736) that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. A parent may opt out his/her children out of participation in such a physical examination

or screening.

**Notice Concerning Dental Exams** - All children entering Kindergarten, second grade and sixth grade must show proof of having a dental exam. Parents/guardians must submit proof of such examination at least 60 days before May 15<sup>th</sup> of each school year per Public Act 095-0297. Waiver forms are available for individual cases and can be obtained from the school nurse. (105 ILCS 5/27-8.1)

**Notice Concerning Vision Screenings** - Vision Screenings are conducted by the school nurse for grades Early Childhood, Pre-K, Kindergarten, 2<sup>nd</sup>, 8<sup>th</sup> and all students with individual educational plans. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. (105 ILCS 5/27-8.1)

**Communicable and Infectious Diseases** – A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District’s policies. – Board Policy 7:280

**Notice to Parents of Students who are Deaf, Hard of Hearing, Blind or Visually Impaired re: Special State Schools** - Children who are deaf, hard of hearing, blind or visually impaired may be served by local schools that provide services similar to those provided by the Illinois School for the Deaf or the Illinois School for the Visually Impaired. Contact information for these schools is as follows:

Illinois School for the Visually Impaired  
1-800-919-5617  
[DHS.ISVI@Illinois.gov](mailto:DHS.ISVI@Illinois.gov)

Illinois School for the Deaf  
1-217-479-4200  
[Carolyn.Eilering@illinois.gov](mailto:Carolyn.Eilering@illinois.gov)

(105 ILCS 5/14-8.02(b))

## **Student Privacy/Parental Access to Information**

Board Policy No. 736 addresses student privacy and parental access to information relating to instructional materials, surveys, physical examinations/screenings and collection of personal information for marketing purposes. Upon request, a parent/guardian may obtain a copy of Policy No. 736 from the District office. A summary of the policy is set forth below.

**Instructional Material** -Upon request, a parent may inspect any instructional material (as defined in Board Policy 736) used as part of the educational curriculum for his or her child.

**Surveys Created by a Third Party** - Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

**Surveys Requesting Certain Personal Information** - Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or

psychological problems; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom students have close family relationships; (6) legally recognized privileged or analogous relationships; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

**Collection of Personal Information for Marketing Purposes** - In connection with any instrument used to collect personal information (as defined in Board Policy 736) for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may opt his/her children out of participation in the completion of or response to any such instrument.

**Opt-Out/Inspection Request Procedures** - Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District Office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

**Additional Notice to Parents:** The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings as defined in Board Policy 736.

## **Notice of Parent and Student Rights Under the Illinois School Student Records Act**

### **Student Records**

**Right to Inspect Records** - According to Federal and State laws, parents have the right to review student records. Records may be inspected by contacting the Principal of the school and making an appointment to review them.

### **Types of Student Records**

The permanent records include:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and parents' names and addresses;
2. Academic transcript, including grades, class rank, grade level achieved and graduation date;
3. Attendance record;

4. Accident reports and health records; and
5. Record of release of permanent record information.

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

1. Family background information;
2. Intelligence test scores;
3. Aptitude test scores;
4. Reports of psychological evaluations;
5. Elementary achievement level results and state test results;
6. Participation in extra-curricular activities;
7. Teacher anecdotal records;
8. Disciplinary information;
9. Special education files; and
10. Other verified information of clear relevance to the education of the student.

### **Rights of Parents/Authorized Representatives**

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure;
2. To control access and release of student records, and request a copy of information released;
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below;
4. To be notified of persons, agencies and organizations having access to a student's records without parent consent. Notice is hereby given that access is afforded on a need basis to:
  - a. The student's teachers;
  - b. Building Principal;
  - c. Administrative Assistant;
  - d. Psychologist and, if necessary for possible special education placement, special education cooperative personnel, mental health agencies, public and private schools, and facilities where placement is pending;
  - e. Superintendent;
  - f. Director of Curriculum and Instruction;
  - g. Department of Children and Family Services; and
  - h. Representatives of State agencies;
5. To copy student record information prior to destruction and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of-school suspensions.

### **Procedures for Challenge**

1. Parents wishing to initiate a challenge must provide the building Principal with a written description of the specific entry or entries to be challenged and the basis of the challenge.

2. The Principal will review the challenge and the appropriate records, and conduct an informal conference with the parents. If the conference does not resolve the challenge, the Principal will forward the challenge to an impartial hearing officer.
3. The hearing officer will schedule a hearing, with notice to the parents of the time and place.
4. A record will be made of the hearing.
5. The parent has a right to present evidence at the hearing.
6. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any appeal rights.

**Additional Information** - Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least five (5) years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (25 cents per page) of copying student records at the request of a parent or student. However, no student or parent will be denied requested copies due to their inability to pay.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record.

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

## **Other Transportation Information**

The Board of Education has provided for reasonable and safe bus transportation for students living more than 1.5 miles from school or within an Illinois Department of Transportation hazardous approved route. Students living less than 1.5 miles from school may ride the bus only with special approval of the Superintendent. However, established bus routes are generally not altered. Buses will make regular stops only where it is safe to do so. Students who ride the bus are under direct supervision of the bus driver and are subject to the rules and regulations governing the operation of this vehicle. Violations of the rules that result in "Bus Conduct Reports" will, in turn, result in SUSPENSION of bus riding privileges. The district will conduct semi-annual bus safety drills. *We are also unable to approve any requests for friends of students to ride the buses for a temporary or "one time" basis. Many of our buses are at student capacity limits and for the safety of our students it is important to have accurate accountability.*

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

If you can answer yes to the following questions for the 2008-2009 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2009, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2009.

In addition, parent(s)/guardian(s) who have pupils living **less than 1 ½ miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside **except** parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Safety Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street, Springfield, IL 62777. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2009, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information.** Parents who received verification of a safety hazard during and after the 2004-2005 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

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

## **Staff Qualifications**

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

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

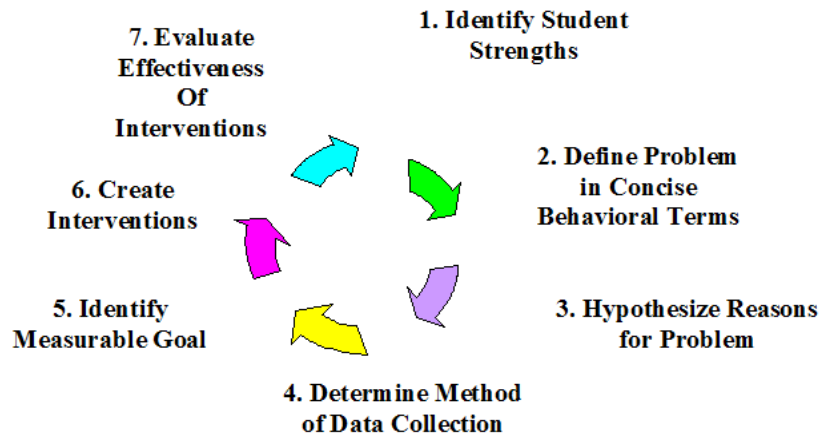
Parents who wish to obtain such information must submit a written request to the District Office, directed to the Superintendent. The request must identify the information sought, and the staff member(s) about whom the information is requested.

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

## **Academic Support**

### **Student Support Team**

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



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

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

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

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

### **What is Response To Intervention?**

- a general education initiative
- matching instructional design/interventions to increase student success in the curriculum and basic skills
- system for both academic and behavioral interventions
- using data to make appropriate decisions
- a system for determining eligibility

- the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals and applying response data to important educational decisions
- RTI uses tiers (like PBIS) to maximize educational resources. Each tier increases the intensity of services based on need
- a problem-solving method is used to decide what interventions to try and determine if they are working
- identified in IDEA 2004 and NCLB

**Reading** - Students at Manteno Elementary School may receive reading help with the Title I teacher/reading improvement teacher. Students are tested for these programs. Students in need of reading help and who qualify for either of these programs will be admitted after parent permission is received. A majority of the assistance will take place within the child's classroom.

**RISE** - In the fall, Manteno Elementary will re-establish the R.I.S.E. program into various classrooms. R.I.S.E., an acronym for Reaching Individual Students Everyday, is based on the philosophy of curriculum differentiation. Students come to school with varying levels of readiness to learn, different ways in which they learn best, and a wide range of interests and abilities. Teachers continually strive to design learning experiences that are interesting, challenging and that also address state standards and district curriculum goals. Curriculum differentiation means that as a teacher recognizes these varying levels, they can modify classroom instruction in order to help each child reach his or her academic potential.

**Compliance With Title IX** -Manteno Elementary School does not discriminate on the basis of race, sex, national origin, disability, or religion in the educational programs, activities, or employment as required by Title IX of the Educational Amendments of the 1972 and by Title VI of the Civil Rights Act of 1964.

**If your child is Medicaid Eligible** - The therapy and diagnostic services that his or her school provides are partially reimbursable to the school district. Unless you object in writing, your child's school will automatically release information concerning these services to the government in order to qualify for Medicaid/ KidCare reimbursement.

Please note: Claims by your child's school for Medicaid/ KidCare reimbursement do not have an impact on your personal ability to receive Medicaid funding now or in the future.

Written confirmation is required if you do not wish to have the Manteno Community Unit District No. 5 release information regarding the therapy and diagnostic services that are provided to your child. Please send these notes directly to your child's teacher, or to Andy Furbee, Manteno Community Unit Dist. No. 5, 250 N. Poplar St., Manteno, IL 60950.

Remember: Medicaid reimbursement is a source of federal funds that have been approved by Congress to help school district maintain and improve their special education services.

**Bilingual Education Availability** - \_The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.

2. Comply with State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI).
3. Comply with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students.
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment.
6. Notify parents/guardians of, and provide information about: (1) the instructional program reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet with their child's IEP, if applicable, and (7) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly appraised of their child's progress. Board Policy 6:160

### **Miscellaneous Policies & Practices at the Elementary School**

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

- All volunteers must go through volunteer training. Issues covered in the training include student confidentiality, acceptable behaviors, and other volunteer opportunities. Training will be scheduled by the building principals.
- Volunteers who may be working with students while not under the direct supervision of the classroom teacher (examples; field trip chaperones, reading helpers, recess supervisors, Halloween–changing into costumes) will be **required** to submit to a criminal background investigation prior to working with the students. – This is good for 3 years.
- There may be a fee associated with the processing of the background check.
- Please have paperwork submitted by October 1.

**Room Parties** - Room parties are held on Halloween, Christmas and Valentine's Day. Panther moms/dads arrange activities and refreshments. Sharing birthday treats is a common practice many students follow. Of course, students can choose not to participate in such parties, and parents have the option of signing students out on these days if participation is not desired.

**Treats** -In order to minimize health and allergy risks, parents and students will not be permitted to supply homemade food for class parties, birthdays and other events involving the distribution of food to other students. **All food provided for such events must be purchased, pre-packaged, sealed, and brought to the school in the original sealed packaging.**

**Invitations to Outside Parties** - We ask parents not to send party invitations to school to be distributed unless all students in their child's class are invited or all of the one gender is invited in order to safeguard against hurt feelings. The school cannot give out addresses for students, as it's our policy not to divulge personal information.

**Deliveries** – Non-school related deliveries for students will stay in the office until the end of the school day for students to pick up. (For ex. Flowers, balloons, etc..)

**Field Trips** - We are fortunate to have many parents who are involved in their child's school day. One example of this is the availability of chaperones for field trips. We appreciate all who volunteer to help out, and since we sometimes have more volunteers than we can take, we appreciate your understanding if we cannot accept your offer each time.

As a chaperone, we ask you to observe the following guidelines:

1. Save conferences about your students' academics for a later occasion
2. Our students have a dress code and we expect the same from our chaperones.
3. Leave younger siblings at home.
4. School rules should also be followed including no smoking by field trip chaperones.
5. Please follow the rules that the teachers have laid out for all chaperones. (e.g. the purchasing of souvenirs,).
6. Be discreet – Sometimes a teacher may need to divulge private information to you about a student (e.g. medical condition), or you may overhear private conversations among the students. In either case, keep the information to yourself unless there is an emergency.
7. Focus on all of the children in your group.
8. Give feedback to the teacher. Pass along compliments your group or school may have received during the trip. Likewise, immediately report to the teacher if the children in your group behave in an unsafe or disrespectful manner. Don't wait until the trip is over.

Please don't be an “**unofficial**” chaperone. When other parents show up at field trip destinations, it causes problems for the teacher and school. Field trips are learning opportunities, not family outings.

**Dismissal** – All children who normally ride a bus are expected to do so **unless a note is received from parents giving other instructions**. Parents may also call the school to indicate any changes in the normal procedure, but we need to know any afternoon changes by 2:00 pm. Otherwise, there is no guarantee that students will receive the message.

## **District Policies**

**Physical Education Policy** (including waiver of required classes) – A child may be exempted, for up to 3 days, from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s). If a note is submitted by a person licensed under the Medical Practice Act, the child is exempted for the period of the note, but then must bring in a note from the licensed person to return to physical education. Alternative activities and/or units of instruction will be provided for a pupil who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. If the student is not participating in physical education, then the student may not participate in recess.– Board Policy 7:260

**Student Identification** - ID cards will be used at lunch, and activity cards. Because of this, each student will be issued an ID. It will be the student's responsibility to return the ID to its proper place after using it. Appropriate discipline will be administered to students who purposefully damage or destroy another student's ID.

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

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

**Notice of Instruction on Recognizing and Avoiding Sexual Abuse** – Schools in the State of Illinois are required to instruct students in recognizing and avoiding sexual abuse. To that end the District must provide written notice to parents/guardians of students in K-8, five days prior to such instruction to afford parental opportunity to object to a child's participation in such instruction. Parents may opt out their children's participation in this program through written notification to the Building Principal or appropriate designee. These grade levels often will use Kankakee County – Center Against Sexual Abuse (KC-CASA) as the instructor. (105 ILCS 5/27-13.2)

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

**Videotape Surveillance** - Sections of Manteno CUSD #5 schools and outside area are under video surveillance.

**Special Education Service** - When concerns arise about the performance and/or behavior of a student, teachers should begin documenting observations. These will be discussed with the child's parent(s) and the principal. If efforts to remediate or assist the student do not result in any progress, teachers consult with the principal to begin the intervention and referral processes.

**Behavioral Intervention Policy for Students with Disabilities having an active Individual Education Plan (IEP)** ~ (See board Policy 7:230) CUSD #5 shall maintain a Behavioral Intervention Committee to implement the district's policy on use of behavior intervention. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 64777-001. The Behavioral Intervention Committee reviews this policy annually. The Behavioral Intervention Policy addresses disciplinary procedures related to the specific needs of children with disabilities.

**Special Education Programs and Accommodations** – (See Board Policy 6:120) The district shall provide an appropriate education and related services to all children with disabilities, defined in The School Code of Illinois – Article 14 and Public Laws 94-142, residing within the district.

**Section 504/ADA Policy Statement** In accordance with the various Federal and State Laws, discrimination on the basis of race, religion, sex, creed, disability, color, nationality, sexual orientation, ancestry, age, marital status, pregnancy or parenthood, with respect to all educational activities and employment practices is prohibited in CUSD #5. A complete copy of the Section

504/ADA policy is available in the principal's office. Our Special Education Director is our District's Coordinator of Section 504/ADA activities. To file a grievance, please contact the District's Special Education Director in writing with your concerns.

Inquires regarding identification, assessment and placement of children in our District or not in are District should be directed to the Department of Special Education located at:

250 N. Poplar  
Manteno, IL 60950  
815-928-7005

(105 ILCS 5/14-6.01)

**Sex Equity Policy and Grievance Procedures** - No student shall, based on sex, 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 may file a sex equity complaint by using the Uniform Grievance Procedure available from the building principal – Board Policy 7:10

**Sexual Harassment Policy and Grievance Procedure** - Board policy 7:20 of this School District to provide for its students an educational environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Student who believe they are victims of sexual harassment or have witnessed sexual harassment, or illegal discrimination are encouraged to discuss the matter with the Student Non-discrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate  
Non-discrimination Coordinators;

Any Male or Female Adiminstrator  
Manteno Schools  
Manteno, IL 60950

**Sex Offender Community Notification Law** – Public Act 94-004 requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.stat.il.us/sor](http://www.isp.stat.il.us/sor)

**Transfers** -Children transferring to another school take with them their transfer sheet, report card, and personal belongings. **Students may not take workbooks with them when they leave.** Health records and school records are mailed on request by the new school.

**Policy and Procedures of Waiver of School Fees** - It is the policy of the Manteno School Board to charge a fee for the use of textbooks and consumable materials. The Board may also establish a fee for some extracurricular activities. All fees must be paid in the school office or by Family Access at [www.manteno5.org](http://www.manteno5.org). Teachers will not handle school fees.

Students will be expected to pay for any willful damage to school property or for loss of school books.

Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from participation fees, charges for lost and damaged books, materials, supplies, and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal.

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

**Notice to Parents of Secular Textbook Loan Program** - Manteno CUSD#5 participates in the Illinois State Textbook Loan Program. This program allows the District to receive a portion of our textbooks from the State of Illinois every year. Because of participation in the program, book fees can be waived or reduced with the qualifying factor being whether a family qualifies for free and reduced lunch. Books which are purchased through the program are so indicated. (105 ILCS 5/18-17; Ill.AdminCode 35015)

**Notice of Disability Accommodation at Parent Conferences, School Programs, and School Board Meetings** – Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others – Board Policy 8:70.

**Policies Ensuring that Homeless Students are not Segregated or Stigmatized** – Manteno CUSD #5 guarantees each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Board Policy 6:140

**Notice of Pesticide Application Procedures** – School districts must maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least two business days before application of the pesticide application and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable. For purposes of this section, pesticides subject to

notification requirements shall not include (i) an antimicrobial agent, such as disinfectant, sanitizer, or deodorizer, or (ii) insecticide baits and rodenticide baits.

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

**Parental Objections to Sex Education, Family Life Instruction, and Instruction on Diseases (K-8 Only)**– No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent(s)/guardian(s) submit a written objection to the Building Principal. Parent(s)/guardian(s) of students in grades Kindergarten through 8 shall be given at least five days written notice before instruction on avoiding sex abuse begins. – Board Policy 6:60 AP

**Distribution of Non-Curricular Literature by Students** - (First Amendment) – Any materials that is distributed on school grounds must be approved by the building administrator prior to posting or distribution.

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

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

**Ethic Act's Gift Ban Policy** – No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of and immediate family members that may live with, a Board member or employee. Board Policy 5:130

**Telephone use** – Except in emergencies, we do not call students to the telephone. After-school messages are restricted to emergency only, although we cannot guarantee delivery of a message for phone calls after 2 p.m.

**Lunch Account Information – Manteno Elementary** – Manteno Elementary School does NOT have a milk break in the afternoon. All hot lunches and milk are debited from your child's lunch account. NO cash will be accepted at the computer. Payments for lunches and milk are collected at the beginning of each morning and posted to the lunch account as soon as possible. Payments can be made weekly, monthly or by semester. Some families choose to put a lump sum into the

child's account. A menu is issued each month. Many families choose to sit down and decide whether the child will want hot lunch or milk with their cold lunch and place those funds into the account monthly. This is strictly by choice. You can also use a credit card to place funds into the account through family access. If paying by check, please issue a separate check for each child's lunch account. Students must have money in their account in order to eat a hot lunch. Students who have accumulated a lunch debt equal to the cost of 5 hot lunches will be given a cold sandwich and milk and charged \$0.75 instead of a hot lunch until their debt is cleared. Thank you for your cooperation in this matter. If you have any questions, please feel free to call the cafeteria at 928-7268.

**Admission Procedure** – All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present: 1. A certified copy of student's birth certificate. Upon failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. 2. Proof of residence, as required by School Board policy 7:60, *Residence*. 3. Proof of disease immunization or detection and the required physical examination, as required by State law and School Board policy 7:100, *Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students*.

## Instruction

### ***Exhibit - Authorization for Electronic Network Access***

*Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

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

#### Terms and Conditions

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s electronic mail system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

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

The system administrator and Building Principals shall monitor student Internet access.

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

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhances Education Through Technology, 20 U.S.C §6751 et seq.  
720 ILCS 135/0.01

ADOPTED: November 18, 2008

## ***Authorization for Electronic Network Access Form***

*Submit to Building Principal.*

Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

- Please check the appropriate box:
- Staff member
  - Parent/Guardian of student
  - Student \*

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**\* Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

ADOPTED:            November 18, 2008

## **Important District Information**

**School Calendar** - The current school calendar is available on the District website at [www.manteno5.org](http://www.manteno5.org).

**Board of Education Members**  
Mark Stauffenberg, President  
Sam Martin, Vice President  
Patrick Mallaney, Secretary  
Gale Dodge  
Mike Nelson  
Gary Preston  
Jon Toepper

**Manteno CUSD #5 District Office**  
Phone: 815-928-7000  
Fax: 815-468-6439  
Supt. Dawn Russert  
84 North Oak Street  
Manteno, IL. 60950

**Primary School**  
Phone: 815-928-7050  
Fax: 815-468-3030  
Principal Joe Palicki - [jpalicki@manteno5.org](mailto:jpalicki@manteno5.org)  
251 North Maple Street  
Manteno, IL 60950

**Elementary School**  
Phone: 815-928-7200  
Fax: 815-928-7299  
Principal Roger Schnitzler – [rschnitzler@manteno5.org](mailto:rschnitzler@manteno5.org)  
Asst. Principal – Scarlett Clark – [sclark@manteno5.org](mailto:sclark@manteno5.org)  
555 Cook Street  
Manteno, IL 60950

**Middle School**  
Phone: 815-928-7150  
Fax: 815-468-8082  
Principal David Conrad – [dconrad@manteno5.org](mailto:dconrad@manteno5.org)  
Dean of Students – Randy Fortin – [rfortin@manteno5.org](mailto:rfortin@manteno5.org)  
250 North Poplar  
Manteno, IL 60950

**High School**  
Phone: 815-928-7100  
Fax: 815-468-2344  
Principal Paul Russert – [prussert@manteno5.org](mailto:prussert@manteno5.org)  
Dean of Students – R.J. Haines – [rhaines@manteno5.org](mailto:rhaines@manteno5.org)  
Athletic Director – Ryan Kemp – [rkemp@manteno5.org](mailto:rkemp@manteno5.org)  
443 North Maple Street  
Manteno, IL 60950

**Director of Special Education – Andy Furbee – [afurbee@manteno5.org](mailto:afurbee@manteno5.org)**  
815-928-7005  
250 North Poplar  
Manteno, IL 60950