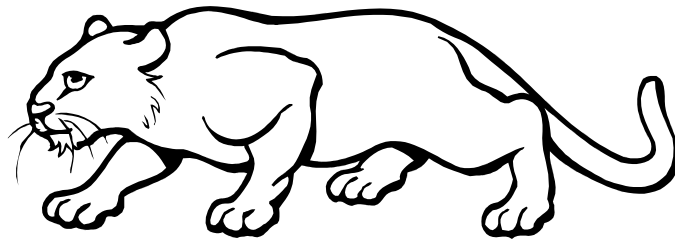




**MANTENO ELEMENTARY SCHOOL**  
2011-2012  
**STUDENT HANDBOOK**



Revised: June, 2011

# Manteno Elementary School

## ***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.

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### **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.

**Birth Certificate Law-Enforcement Notification** - If the parent/guardian of a child cannot within 30 days of enrollment present either a birth certificate or other reliable proof of identity and affidavit, the school is required to notify either the State Police or local police department. The police then simply run the child's name through a national database to assure that the child has not been reported missing or abducted.

### **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 5-9, with make-ups the week of March 7-11. 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.

**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

**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. 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.

### **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.

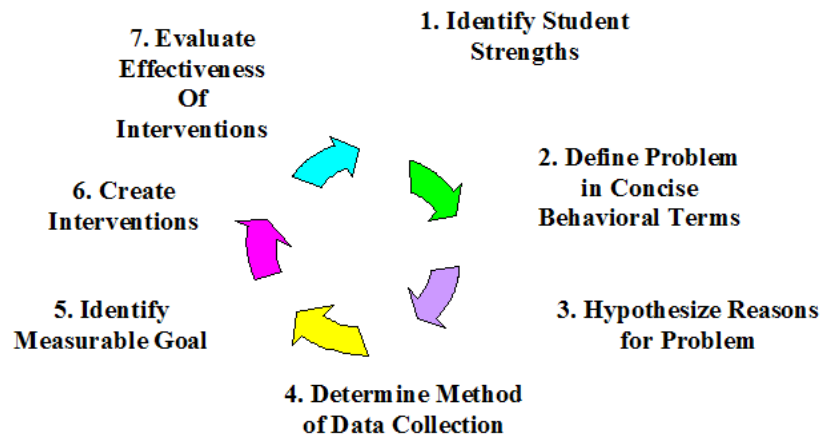
**Injury or Sudden Illness to Students or Staff** – If a student becomes ill during school, he or she must report to the office. Parents or emergency contact will be called. If a staff member becomes ill, students are to contact the nearest school staff member for immediate assistance.

**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.

## **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.

**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.

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

**Treat Form – A copy of the treat form is attached to the back of the elementary section of the handbook. This form must be turned in 3 days in advance of a treat being brought into school. If this is not followed the treat will not be allowed into the classroom.**

**Treats - In an effort to reduce obesity in young children we are establishing a few new guidelines that our staff will be following. Hopefully you will assist, when providing treats for parties and celebrations such as birthdays.**

- **Control the amount of unhealthy foods served in the classroom**
  - Reduce the use of food given as a reward, 200 calorie rewards will be the guideline to follow. Individual wrapped single serve helps with portions.
  - Provide healthy alternatives choices or educationally relevant materials.
  - At any school function / party healthful food options will be made available to promote student wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.
- Baked chips, (Doritos, cheetos)
- 100 calorie packs (cookies, crackers, all variety )
- Goldfish crackers
- Nutrigrain bars & granola bars
- Tostitos & salsa cups
- 4oz fruit cups (applesauce, mixed fruit, peaches etc)
- Fruit snack (read the label)
- Ice creams and sherbets (again read the labels and portion is key.)
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit slices and wedges, melon, apples, peaches, pears, pineapple, oranges, tangelos, etc.
- Cereal and low-fat / skim milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits, raisins, cranberries, apples, apricots
- Fruit smoothies made with fat-free or low-fat / skim milk
- Party mix (variety of cereals, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits, pudding cups
- Fat-free or low-fat milk and milk products (string cheese, cheese cubes, etc.)
- Pure ice cold water
- *\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity. Parents should check with teacher for special diet considerations.*

**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.

**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.

**Physical Education** – Please wear appropriate gym shoes for physical education. P.E. shoes with straps are not acceptable.

**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 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

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

**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.

**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)

**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. 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 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. 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*.



# MANTENO COMMUNITY UNIT DISTRICT No. 5

84 NORTH OAK STREET • MANTENO, ILLINOIS 60950-1522

PHONE (815) 928-7000 • FAX (815) 468-6439

DAWN S. RUSSERT  
Superintendent of Schools

### Request for Food Served in the Classroom

Manteno CUSD No. 5 is working to monitor and regulate the amounts of unhealthy foods served in the classroom in an effort to promote healthy habits. Snacks and treats served in classrooms for any occasion must be arranged in advance and will not be distributed in class unless they are approved by the school staff. We encourage you to choose a treat or snack with nutritional value.

Due to the individual health needs of our students, there are some guidelines to observe when choosing a treat for the class:

- Items should be 200 calories or less per serving.
- Treats and snacks must be store-bought and sealed in their containers when brought to school.
- Snacks/treats that provide a clearly printed listing of ingredients on the packaging are preferred.
- No homemade treats will be distributed to students at school.
- Please be aware of allergy considerations. It is a good idea to call your child's teacher prior to filling out this request form.
- Written requests (this form) must be turned in at least three (3) days in advance of food being served.
- Food will not be given to students unless this form is signed by school staff.

Student: \_\_\_\_\_ Parent: \_\_\_\_\_

Room or teacher: \_\_\_\_\_ Date requested for: \_\_\_\_\_

Food item/description: \_\_\_\_\_

Manufacturer/vendor: \_\_\_\_\_

**If applicable/available, attaching the ingredient label/nutrition facts is preferable.**

\_\_\_\_ Approved

Staff signature: \_\_\_\_\_

\_\_\_\_ Not Approved

Reason if not approved: \_\_\_\_\_

# MANTENO COMMUNITY UNIT DISTRICT No. 5



## District Handbook

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2011-2012

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

**MANTENO COMMUNITY UNIT SCHOOL DISTRICT No. 5  
PARENT HANDBOOK  
2011-2012**

**Mission Statement**

*The mission of the Manteno Public Schools is to provide all students with a safe environment of 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. 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/llinois 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.

**Compliance with Title IX**

It is the policy of Manteno CUSD No. 5 not to discriminate on the basis of race, sex, national origin, disability, or religion in the educational programs, activities, or employment as required by the Title IX of Educational Amendments of 1972 and by Title VI of the Civil Rights Act of 1964.

**GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.manteno5.org/> or at the District Office.

**Board of Education**

Mark Stauffenberg, President  
Gary Preston, Vice-President  
Patrick Mallaney, Secretary  
Gale Dodge, Member  
Mike Nelson, Member  
Elizabeth Hofmeister, Member  
Jon Toepper, Member

***District Office***

Phone: 815-928-7000  
Fax: 815-468-6439  
Superintendent, Dawn Russert  
Director of Curriculum and Assessment, Joshua Ruland - [jruland@manteno5.org](mailto:jruland@manteno5.org)  
84 North Oak Street  
Manteno, IL 60950

***Primary School***

Phone: 815-928-7050  
Fax: 815-468-3030  
Principal, Joseph 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 Delya – [sdelya@manteno5.org](mailto:sdelya@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)  
Assistant Principal, John Snipes – [jsnipes@manteno5.org](mailto:jsnipes@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)  
Asst. Principal/Athletic Director  
Asst. Principal, R.J. Haines – [rhaines@manteno5.org](mailto:rhaines@manteno5.org)  
443 North Maple Street  
Manteno, IL 60950

***Special Education***

Phone: 815-928-7005  
Fax: 815-928-7251  
Director, Andy Furbee – [afurbee@manteno5.org](mailto:afurbee@manteno5.org)  
250 North Poplar  
Manteno, IL 60950

***Skylert Notification System***

The District uses Skylert to make notifications to parents and guardians via telephone, SMS (text messaging) and email. Notifications include emergencies such as school closings, attendance alerts that your student is not in attendance, food service alerts that your child has a negative balance and general notifications about cancelled practices, upcoming events, etc. Custodial parents/guardians are able to change or add additional contact phone numbers, SMS numbers and e-mail as well as to select which types of notifications to receive using the Family Access website.

## REQUIREMENTS FOR STUDENTS NEW TO THE DISTRICT

All students must register for school each year on the dates and at the place designated by the Superintendent. Students enrolling in the District for the first time must present:

1. A certified copy of his/her birth certificate or other reliable proof of identity and age.
2. Proof of residence, as required by [Board Policy 7:60](#).
3. Proof of disease immunization or detection and the required physical examination, as required by State law and [Board Policy 7:100](#).

## STUDENT SERVICES

### ***Transportation Reimbursement Eligibility and Dispute Resolution***

#### [Board Policy 4:110](#)

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

If you can answer yes to the following questions for the 2011-2012 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, 2011, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2011.

In addition, parent(s)/guardian(s) who have pupils living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2012, 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.

### ***Free and Reduced-Price Food Services***

[Board Policy 4:130](#)

### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

### **Notification**

At the beginning of each school year the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to:

(1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website, all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

### **Waiver of Student Fees**

[Board Policies 4:140, 4:140-E1, 4:140-E2](#)

It is the policy of the Manteno School Board to charge a fee for the use of textbooks and consumable materials. The Board may also establish a fee for some extracurricular activities. All fees must be paid in the school office or by Family Access at [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.

A student shall be eligible for a fee waiver when:

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

The Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

### ***Alternative Learning Opportunities***

#### **Students at Risk of Academic Failure**

##### [Board Policy 6:110](#)

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- \* Parent-teacher conferences
- \* Counseling services by social workers and/or guidance counselors
- \* Counseling services by psychologists
- \* Psychological testing
- \* Truants' alternative and optional education program
- \* Alternative school placement
- \* Community agency services
- \* Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- \* Graduation incentives program

The District may offer an alternative education program for truants. Such program will access supplemental State aid.

### **English Language Learners**

#### [Board Policy 6:160](#)

The District offers opportunities for resident English Language Learners to develop academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners.

### **Title I Programs**

#### [Board Policy 6:170](#)

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### **Title I Parental Involvement**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### **Student and Family Privacy**

#### [Board Policies 7:15](#), [7:50](#), [7:270](#)

These Board Policies 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. 7:15 from the District office or view the policies on the District website. 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 7:15](#)) used as part of the educational curriculum for his or her child.

### **Instruction on Abduction and Sexual Abuse**

The schools will provide instruction, study and discussion of effective methods by which students may recognize the danger of and avoid abduction. Every school maintaining grades K-8 shall provide for such grades, instruction, study, and discussion of effective methods for prevention and avoidance of drug and substance abuse.

No pupil in grades K-8 shall be required to take or participate in any class or course providing instruction in recognizing and avoiding sexual abuse if the parent or guardian

of the pupil submits written objection and refusal participation in such class or course. The failure to participate in such class after a written objection has been submitted shall not be reason for failing, suspending or expelling the student. The schools will provide written notice to the parents or guardians of students 5 days before beginning classes. The instruction may be provided by an outside agency.

### **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) sexual 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.

### ***Physical Exams or Screenings***

Parents will receive prior notice of any non-emergency, invasive physical examination or screening (as defined in [Board Policy 7:15](#)) 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.

### ***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. All Illinois kindergarten students must have an eye exam by a licensed optometrist or ophthalmologist by October 15<sup>th</sup>. District 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)

### ***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)

### ***School Physicals (6th Grade)***

Sixth graders are now mandated to receive school physicals, updated immunizations and a dental exam. Sixth grade students are required to provide the school with evidence of a physical examination completed within one year prior to the **first day** of Sixth grade. This requirement is set forth in the State of Illinois School Code. Please note: The health history portion of the physical exam must be filled out and signed by the parent for the physical to be valid. Schools also are required by law to maintain documented proof of immunization for diphtheria, pertussis, tetanus, polio, measles, mumps and rubella and Hepatitis B on all students. **These requirements should be fulfilled by the first day of school.** Please contact the school nurse at 815-802-7326 if you have any questions.

### **Sports Physicals**

All individuals planning to participate in school sponsored sports are required to have a sport physical. A sport physical does not suffice as a school physical for sixth or ninth grades.

### ***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))

### ***Collection of Personal Information for Marketing Purposes***

#### **[Board Policy 7:15](#)**

In connection with any instrument used to collect personal information 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 7:15](#).

### ***Administration of Medications***

#### ***[Board Policy 7:270](#)***

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 7:270-E](#)) is filed, which is available from each school and on the District Website. 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 [7:270-E](#) is available from each school and on the District Website. 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 [7:270-E](#) is available from each school and on the District Website. The Form should 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.

### ***Common Acute Illnesses***

These are the most common illnesses in school aged children that keep a child from attending school.

**Fever** – please keep your child home for 24 hours after the fever breaks. Your child may develop a fever while at school as well.

Head Lice – your child may return to school the next day after appropriate treatment at home. No live lice should be present and the student will need to be checked by the school nurse.

Impetigo – pink scaly, blistering rash that occurs mainly around the nose and mouth. Antibiotic treatment for 24 hours is needed before returning to school.

Influenza A, B, H1N1 – symptoms include fever, dry cough, body aches, sore throat. Student may not return to school until fever free for 24 hours. A doctor's note is expected.

Pink Eye – pink, draining eye with itching and burning that needs antibiotic treatment. The student may return to school after 24 hours of treatment

Ringworm – flat, red, scaly rash that needs anti-fungal treatment for 24 hours before returning to school. The rash must be completely covered while in school.

Stomach Flu – symptoms include nausea, vomiting and/or diarrhea. Student should stay home until vomiting and diarrhea have ceased.

Strep Throat – is a bacterial throat infection that needs 24 hours of antibiotic treatment before returning to school.

### ***Treats & Snacks***

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged 3 days in advance with the classroom teacher using the pre-approval form located on the School and District website. All treats and snacks must be 200 calories or less per serving, store bought, and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Parents should check with teacher for special diet considerations.

Guidelines for snacks:

- 200 Calories or less per serving
- Treats must be preapproved 3 days in advance by classroom teacher using the pre-approval form.

Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below:

- Baked chips, (Doritos, cheetos)
- 100 calorie packs (cookies, crackers, all variety )
- Goldfish crackers
- Nutrigrain bars & granola bars
- Tostitos & salsa cups
- 4oz fruit cups (applesauce, mixed fruit, peaches etc)
- Fruit snack (read the label)
- Ice creams and sherbets (again read the labels and portion is key.)
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip

- Fresh fruit slices and wedges, melon, apples, peaches, pears, pineapple, oranges, etc.
- Cereal and low-fat / skim milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits, raisins, cranberries, apples, apricots
- Fruit smoothies made with fat-free or low-fat / skim milk
- Party mix (variety of cereals, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits, pudding cups
- Fat-free or low-fat milk and milk products (string cheese, cheese cubes, etc.)

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

### **Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Food Allergies**

[Board Policy 7:270](#)

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

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **STUDENT PROGRAMS**

### ***Curriculum Content***

#### **[Board Policy 6:60](#)**

The curriculum shall contain instruction on subjects required by State statute or regulation. Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. Comprehensive health education, instruction in recognizing and avoiding sexual abuse and abduction, and Internet safety are included.

### ***Special Education Service***

#### **[Board Policy 6:120](#)**

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)***

#### **[Board Policy 7:230](#)**

Manteno CUSD No. 5 shall maintain a Behavioral Intervention Committee to implement the District's policy on use of behavior intervention. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 64777-001. The Behavioral Intervention Committee reviews this policy annually. The Behavioral Intervention Policy addresses disciplinary procedures related to the specific needs of children with disabilities.

### ***Special Education Programs and Accommodations***

#### **[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.

### ***Request to Access Classroom or Personnel for Special Education Evaluation or Observation***

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

### ***Section 504/ADA Policy Statement***

#### **[Board Policy 6:120-E](#)**

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 Manteno CUSD No. 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.

Inquiries regarding identification, assessment and placement of children in our District or not in are District should be directed to:

Director of Special Education  
250 N. Poplar  
Manteno, IL 60950  
815-928-7005

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

#### **[Board Policy 6:235-E2](#)**

*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 on the *Acceptable Use* page 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-compiled;
- 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.

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

*Submit to Building Principal.*

Students and their parents/guardians need only sign the *Authorization for Electronic Network Access* ([6:235-E2](#) or [6:235-E5](#)) once while the student is enrolled in the School District.

## **STUDENT RESPONSIBILITIES**

### ***Attendance and Truancy***

[Board Policy 7:70](#)

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause

reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school by 9:00 AM daily, call the 24-hour hotline, or use Skyward Family Access to report online.

### **Hotline Numbers**

- Primary School (928-7050)
- Elementary School (928-7200)
- Middle School (928-7150)
- High School (928-7100)

If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed and dated note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

A student must produce a doctor's note after five consecutive days of absence. If the school nurse sends a student home, that day's absence will be counted as a medical note.

After the 8<sup>th</sup> accumulative day of absence, a physician's note is required to receive an excused absence. If a student presents a court subpoena, that absence will not be counted against the allotted 8 days.

### **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)

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00 (The School Code, Section 26-2a).

### ***Alternative Learning Opportunities - (Grades 4-12)***

Manteno School District, through the Regional Office of Education, participates in the Attendance Assistance Program in an attempt to improve attendance. Excessive absence or tardiness may result in a student being referred to this program. The Administration has the right of educational placement. Students with severe problems in

the area of attendance, discipline, and grades may be placed in an alternative education program. Parents should contact the Building Principal if there are any questions pertaining to the aforementioned programs.

### ***Search and Seizure***

#### **[Board Policy 7:140](#)**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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)

*Effective August 1996, Section 10-22.6 of The School Code is amended to provide that students have no expectation of privacy in areas owned or controlled by a school district, such as lockers, desks and parking lots. The statute further provides that students have no expectation of privacy in any personal effects left in those places. 105 ILCS 5/10-22.6.*

## STUDENT DISCIPLINE

### **[Board Policy 7:190](#)**

#### ***Prevention of Bullying, Cyber-Bullying, Intimidation, and Harassment***

Board Policies [7:20](#), [7:180](#), [7:190](#), [7:220](#), [7:230](#), [7:240](#), [7:310](#), [6:60](#), [6:65](#), [5:230](#)

*Manteno Community Unit School District No. 5 defines bullying as a person being exposed, repeatedly and over time, to negative actions on the part of one or more other persons. The negative action is when a person intentionally inflicts injury or discomfort upon another person through physical contact, through words, or in other ways. Bullying is a pattern of behavior that is repeated over time against the same person(s) with a noted power differential. (Policy 7:180)*

#### ***Preventing Bullying, Intimidation & (Sexual) Harassment***

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting

incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

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

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

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

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

No person including a District employee or agent or student shall harass or use the internet to 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 schools 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.

All members of the school community, including students, parents, volunteers, and visitors are encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

### ***Prohibited Student Conduct***

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as the term is defined in the Weapons section of [Board Policy 7:190](#).
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), notebook/net book, portable video games, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic

devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Inappropriate or unapproved use may result in the device(S) being confiscated and loss of the privilege to such a device. The school/district is not responsible for any loss or damage to such device.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person

through the use of a computer, electronic communication device, or cellular phone.

17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

### ***Aggressive Behavior Reporting Letter and Form***

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

### ***Gangs and Gang-Related Activity***

#### **[Board Policy 7:190](#)**

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.

### ***Suspension and Expulsion Procedures***

Information on about suspension and expulsion procedures, with due process requirements is available in [Board Policies 7:200](#) and [7:210](#).

### ***School Bus Safety Procedures***

[Board Policies 7:190](#) and [7:220](#)

**All students who ride buses are under the supervision of the bus driver and are subject to the same regulations, which govern other school situations.** In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. 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.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### ***School Bus Safety Rules***

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the designated bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take your assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Do not throw anything out of the window of the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Keep pens/pencils in your book bag.
13. Do not misuse phones or cameras.
14. Report any problems to the bus driver immediately.
15. Only students who are assigned to a bus can ride that bus. Students cannot bring friends home on the bus.

### ***Misconduct of Students with Disabilities/Behavioral Intervention Committee***

#### **[Board Policy 7:230](#)**

Manteno School District No. 5 shall maintain a Behavior Intervention Committee to implement 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 December 16, 2008. 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. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

### ***Student Dress Code/ Student Appearance***

#### **[Board Policy 7:160](#)**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

See each individual Building Handbook for specific building level dress codes. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If there is any doubt about dress and appearance, the building principal will make the final decision.

## **STUDENT RIGHTS**

### ***Sexual Harassment and Discrimination***

#### **[Board Policies 7:10](#) and [7:20](#)**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using [Board policy 2:260](#).

### ***Grievance Procedure***

Student who believe they are victims of sexual harassment or discrimination 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 Coordinator:

Joshua Ruland  
District Office  
(815) 928-7024

#### Complaint Managers:

Joshua Ruland  
District Office  
(815) 928-7024

Scarlett Delya  
Elementary School  
(815) 928-7204

### ***Right to request Classroom Teacher Qualifications***

#### [Board Policy 5:190-E1](#)

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them.

### ***Educational Rights of Homeless Students***

#### [Board Policy 6:140](#)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. 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.

## ***Student and Family Privacy Rights***

### **[Board Policy 7:15](#)**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in [Board Policy 6:10](#), *Educational Philosophy and Objectives*, or assist students' career choices, and/or are required by school code or law. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### **Survey Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
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, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### ***Instructional Material***

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### ***Guidelines for Student Distribution of Non-School-Sponsored Publications***

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and

orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **STUDENT RECORDS**

### [Board Policy 7:340](#)

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

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

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue.  
SW Washington, D.C. 20202-4605

***Notice to Parents/Guardians and Students of Their Rights Concerning Student's School Records***

**[Board Policy 7:340-E1](#)**

*This notification may be distributed by any means likely to reach the parents/guardians.*

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

**The *permanent* record shall include:**

- Basic identifying information, including the student's name and address, birth date and place,
- gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and
- scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

**The *permanent* record may include:**

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred. All information not required to be kept in the student permanent record is kept in the student temporary record.

**Temporary records must include:**

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

**The temporary record may include:**

- Family background information
  - Intelligence test scores, group and individual Aptitude test scores
  - Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
  - Elementary and secondary achievement level test results
  - Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
  - Honors and awards received
  - Teacher anecdotal records
  - Other disciplinary information
  - Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
  - Verified reports or information from non-educational persons, agencies, or organizations
  - Verified information of clear relevance to the student's education
- The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

See [Board Policy 7:340-E1](#) for a list and explanation of these rights.

**INDIVIDUALS WITH DISABILITIES****[Board Policy 8:70](#)**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should

occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **PESTICIDE APPLICATION NOTICE**

#### [Board Policy 4:162](#)

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

The District Office  
84 N. Oak Street  
Manteno, IL 60950  
(815) 928-7000

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

### **ASBESTOS**

**Notice of Availability of Asbestos Management Plan** - We are required to advise you on an annual basis there are asbestos-containing materials located within our 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.

### **SEX OFFENDER COMMUNITY NOTIFICATION**

#### [Board Policy 4:170](#)

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: **<http://www.isp.state.il.us/sor/>**.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: **<http://www.isp.state.il.us/cmvo/>**.

### **SCHOOL VISITATION RIGHTS**

#### [Board Policy 8:95-E1](#)

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **ETHIC ACT'S GIFT BAN POLICY**

#### [Board Policy 2:105](#)

No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or

employment. This ban applies to spouses and immediate family members that may live with, a Board member or employee.

### **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) will be **required** to submit to a criminal background investigation prior to working with the students.
- There may be a fee associated with the processing of the background check.

**ADOPTED:** April 26, 2011