

# Metamora Grade School Handbook 2016-2017



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## **INTRODUCTION**

### **Introduction— From the District Office**

It is with pleasure that the staff of Metamora CCSD #1 welcomes you to another school year. As a school district, we are very proud of our programs and rigorous academic standards. We are equally as proud of our faculty and staff here at MGS because of their care of and dedication to helping each of our students be successful.

This handbook and the MGS website provide procedures and policies under which we operate at Metamora CCSD #1. These policies are necessary for the health, safety, and education of all students. If you have questions regarding the contents of this handbook, you are encouraged to direct those questions to the principal and dean of student.

While every attempt has been made to make this handbook and website complete, it is impossible to address every situation that may occur during the school year. The administration has the authority, within the policies of the Board of Education and the School Code of Illinois, to make decisions not specifically covered by the handbook.

It is our goal that communication between home and school take place. It is our belief that it is a vital component of a successful educational experience. We will make every attempt to keep you informed and ask for your assistance in creating a positive and productive learning environment for your son or daughter.

Please refer to this handbook as often as necessary.

## **MGS Vision, Mission, Philosophy, and Goals**

### **MGS Vision**

Metamora Grade School is committed to providing our students with the necessary tools to become knowledgeable, creative, problem-solving citizens of the twenty-first century.

### **MGS Mission**

The mission of Metamora Community Consolidated School District #1 is to develop physical, social, emotional and moral potential. Our school exists for the benefit of our children in partnership with parents and community to provide the resources to help our students attain that potential. We will assist our children in construction of knowledge, development of disciplined inquiry, and awareness of the value of learning for today and tomorrow.

### **MGS Philosophy**

We believe that everyone can learn, everyone is born with an urge to learn, an excellent education is within reach of all, and an education at MGS establishes the foundation for a productive and enriching life.

### **MGS Goals**

The major task of the educational program is to assist each student toward becoming self-sufficient in using decision-making processes and techniques, eventually becoming responsible for determining his or her own learning purposes and the reasons for achieving them. The Board of Education and staff will work together to establish an environment conducive to the maximum development of each student through commitment to the following goals:

- To provide a learning program for MGS students that consider student backgrounds, capabilities, learning styles, interests, and aspirations;
- To protect and observe the legal rights of students;
- To enhance the self-image of each student by helping him or her to feel respected and worthy; thus, creating a school environment that provides positive encouragement through frequent success;
- To provide the opportunity for students to learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
- To deal with student matters of discipline in a fair and constructive manner;
- To provide for the safety, health, and welfare of students;
- To provide the opportunity for the development of self-motivation and pride of accomplishment within each student.

## **ACADEMIC PROGRAMS**

### **Academic Promotion Policy**

**Retention in the current grade level is the final intervention that Metamora Grade School will utilize. Only when other interventions have been unsuccessful and the student has not met academic requirements will retention be considered.**

#### **Retention Guidelines**

As per Public Act 90-566

- Before the end of the first semester, the teacher will notify the parents that retention is under consideration and will meet with the parents to discuss academic concerns and interventions that will be utilized.
- Before the end of the third quarter, the teacher will fill out the appropriate form and return it to the principal. At the end of the third quarter, the principal will send a letter to notify the

parents of the consideration of retention. The parents and teachers will meet to discuss the possible retention. The teacher will set up this meeting. At this time, the student's achievement, grades, behavior, current/future intervention strategies will be reviewed, and the retention criteria (listed below) will be discussed.

### **Retention Criteria to Consider:**

- A student's mastery of the required curriculum/standards and his or her preparedness for the next grade level will be assessed by the teacher and support staff to help determine grade placement.
- The following areas will be considered when assessing the need for retention: the student's readiness to learn, academic skills and progress, response to the RtI (Response to Intervention) process, social skills, and rate and manner of learning.
- Students who have IEPs for academic skills or have been previously retained should not be retained. \*See the Second Retention Guidelines.
- A student considered for retention must have an intervention plan in place, developed (with the parents' help) through the RtI (Response to Intervention) program or directly with the principal. During this process, if the goals are met, retention may not be necessary. However, during this process, if the goals are not met and interventions are not effective, retention is an option to be discussed by all parties attending the meetings.
- No student will be retained if remediation and/or modifications, including the RtI (Response to Intervention) process, have not been implemented by the teacher or the principal.
- Summer School, if offered, may be considered a type of intervention at the middle school level. However, completion will only be deemed successful and will only result in promotion based on a set of criteria for each grade level and/or an exit assessment.
- If the student, parent, and faculty have followed the intervention criteria listed above, and if the middle school student is failing 3 or more core academic subjects (Reading/Literature, Language Arts, Math, Science, or Social Studies) using the end of year average, retention is a possibility.

### **Eighth Grade Graduation Requirements**

The eighth grade graduation is for students who have satisfactorily mastered the curriculum. Eighth grade students receiving a yearly grade of F in three or more of the five required courses will be considered for retention, summer school, and/or other remedial assistance and will not participate in the graduation ceremony. In addition, eighth grade students who have not passed Civics will not participate in the graduation ceremony.

8th grade students are eligible for the Regional Office/Local Credit Recovery Program, if the program is available, in the summer. Those students who did not graduate and who chose to attend this program for assistance will be responsible for all fees and transportation associated with the program. MGS will provide information and make referrals to eligible students regarding this program if it becomes available.

**Second Retention Guidelines for Jr, High**—students who may not be eligible for promotion and who have been retained once prior to this school year must meet criteria to be promoted. Criteria for promotion will be based on four criteria and points.

1. Passing grades in all five core classes
2. Grade point average
3. PARCC results in ELA and Math (obtained in the summer)
4. Attendance

The total points needed to be earned for promotion is **6**.

<b>1. Academic Performance (Final Grades)</b>	<b>Points</b>
• 3 or more F's in a single core class	0
• 2 F's in core classes	1
• 1 F in a single core class	2
• 0 F's in a single core class	3
<b>2. Academic Grade Point Average (GPA) for the year on a 4 point scale</b>	
• Below 1.5	0
• 1.5-1.9	1
• 2.0-2.5	2
• 2.6-2.9	3
• 3.0-over	4
<b>3. PARCC Scores (Scores earned from that year, not received until summer)</b>	
<b>Math</b>	
▪ Warning	0
▪ Below	1
▪ Meets	2
▪ Exceeds	3
<b>Reading/ELA</b>	
▪ Warning	0
▪ Below	1
▪ Meets	2
▪ Exceeds	3
<b>4. Attendance</b>	
Absent less than 7 days during the school year	1

Special consideration will be given to students with disabilities and will qualify for 1 extra point based on meeting their IEP goals. This will be determined by their IEP case manager.

## Assessments

Students are assessed for progress in a variety of ways.

1. Mid-term progress reports are sent home for K-4 students and mid-term grades for students in 5<sup>th</sup> through 8<sup>th</sup> grade can be checked on Skyward at the midpoint of each nine-week period.
2. Report cards are issued at the end of each nine-week period for K-8 grade. Parents are to examine the report card contents; then sign and return the report card envelope to the homeroom teacher.
3. Students are assessed through local (including but not limited to daily work, quizzes, tests, etc.), State, and benchmark testing. Students in grades 3-8 take the PARCC (Partnership for Assessment of Readiness for College and Careers) in the second semester.

Please note the benchmark assessment dates on the school calendar. The PARCC, KIDS Survey and other assessment dates will be determined and notification of these test dates will be provided in advance. We also ask that students make an extra effort to be at school during these assessments, prepared to take any assessments that are being done at various times of the year. Students should come prepared and well-rested, and have eaten a good breakfast to help them perform well on these assessments.

## Educational Programs

Students enrolled at Metamora CCSD #1 have many opportunities for academic success through various methods. Metamora CCSD #1 is a prekindergarten through 8th grade academic center. It consists of self-contained classrooms in grades preK-5. This means that one teacher services the basic subject offerings in those grade levels. Students in grades K-5 also receive supplemental instruction that may include music, art, and some computer education. Students in grades K-8 also have a weekly library time when books can be checked out.

Most students in grades K-8 have daily instruction in Physical Education. Students in grades 7-8 also receive instruction in Health Education one quarter during PE. There are students who receive health, RtI support, band, counseling, art, chorus, and speech in place of specialty classes.

Students in grades 6-8 are part of the Junior High. Grade 6 is when departmentalization begins for our students. However, in 6th grade students travel together as a family (by homerooms) from teacher to teacher. Each **academic class** lasts **50** minutes, with 3 minutes in between to get materials and move to their next class. In addition, students in grades 6-8 also have the opportunity to be a part of band, chorus, and art instruction. These are graded classes and dropping out is not an option once a student enrolls. If you choose that elective, then you are making a commitment and must abide by the policies and expectations of that class. **Each teacher gives a deadline for dropping a class and those deadlines are honored by administration.** In the rare event that a student requests to drop band, chorus, or art, a meeting is required between parent, teacher, and student. Dropping the class will only be allowed with the combined approval of the parent, director, and principal. Students are advised to plan their study halls carefully.

Students in grades 7 and 8 will also be departmentalized; however, they do not travel together in families. Your student may have opportunities to be involved in Enriched Math courses (Algebra and Pre-algebra) and Enriched Literature courses based on various assessments. For those students who do not qualify, standard courses in math and literature are also offered. Seventh and eighth grade students struggling in the area of reading will receive instruction from our reading specialist. All students attend instruction in the core classes. They also attend instruction in computers, study skills, Spanish, current events, and Civics, etc. All students need to pass Civics before graduation.

### **Band/Color Guard**

Students in fourth grade receive weekly recorder instruction. Band is available in 5-8th grades as an elective class, with practices held during P.E. or study hall two or three times a week. School-owned instruments are available to rent at a yearly rate. Students who elect to take band/color guard are encouraged to make this commitment for a minimum of one semester. Students are required to have a parent-teacher-student conference in the event of dropping band or color guard. After the parent-teacher-student meeting, the parent, director, and principal will meet to make the final decision to drop or retain this elective.

### **Chorus**

Chorus is available in 6-8<sup>th</sup> grades as an elective for the year. Notes are sent home detailing activities and upcoming events. A syllabus is passed out detailing the expectations of this class. Students who elect to take chorus are expected to make this commitment for the school year. Many varied performance opportunities are offered for our students, including PACC Festival Choir, IGSMO Organization Contest, Peoria Fine Arts Celebration, MTHS Festival Choir, IESA National Anthem, in addition to school concerts and community events.

**Art**

Another elective available in 6-8<sup>th</sup> grade is visual art during study hall, 2 or 3 days a week. The art director has specific guidelines in the event of dropping art. Please contact the art teacher should you need these guidelines.

**Grading System and Honor Roll****Grading System:**

Report cards (1<sup>st</sup>-8<sup>th</sup>) and progress reports (K) are issued each nine weeks. The reporting system gives the teacher the opportunity to report academic, social, and behavioral progress and/or concerns. Parents may contact the child's teacher at any time to schedule a specific time to discuss information about their student's progress or concerns/questions.

At grades 5-8, students' grades are viewable on the web using the Skyward online grade system. Parents and students can login with a private username and password in order to view their student's progress at any time. Grades are typically updated online once a week. Contact Mr. Weber, technology director, to request your login information. Parents who wish to discuss a grade or assignment may email or call the office so the secretary can contact the teacher to schedule an appointment.

The grading scale varies by grade level:

**Kindergarten Grading Scale:** 4=Exceeds grade level expectations; shows deep understanding; 3=Meets grade level expectations; shows consistent understanding; 2=Making progress to meet grade level expectations; inconsistent understanding; 1=Does not meet grade level expectations; having considerable difficulty.

**1st Grade Grading Scale:** 4=Exceeds grade level expectations, 3=Meets grade level expectations, 2=Approaching, but not meeting grade level expectations, 1=Below grade level expectations

**2nd and 3<sup>rd</sup> Grade Grading Scale:** A= (100-93), B= (92-85), C= (84-77), D= (76-70), U= (69-0). The second and third grade students receive letter grades in reading, language arts, math and spelling. Social studies and Science grades: S= (70% and above) or U= (69% and below).

**4<sup>th</sup>—8<sup>th</sup> Grade Grading Scale:** A= (100-93); B= (92-85); C= (84-77); D= (76-70) and U or F= (69-0).

**Quarterly Honor Recognition for Grades 5-8**

- High Honor Roll-Students who maintain an A in all academic subjects and passing grades in all other subjects (PE, Music, Band, Chorus, Art) will qualify for the High Honor roll.
- Honor Roll-Students who maintain grades of not less than B in all academic subjects and passing grades in all other subjects will qualify for the Honor Roll.
- American Legion Award-Eighth grade students are nominated by staff and names submitted to the teachers and/or principal for final vote for one boy and one girl.
- President's Award for Educational Excellence-Eighth grade students who maintain a 3.55 to 4.00 G.P.A. for the eighth grade year.
- Principal's Leadership Award-Junior high teachers nominate eighth grade students. The final boy and girl are chosen by the principal to receive recognition from the Illinois Principals Association.



## Homework Expectations

Students can expect homework to be assigned on a regular basis in all grade levels. Due to students' varying working rates and abilities, the time spent in completing a homework assignment may vary among pupils completing the same assignment. Expectations for time spent on homework increase as the child progresses through the grades and grow in age and maturity.

As a guideline we are suggesting that the average student during the average week would spend the following amounts of time at home on schoolwork each day. These are strictly guidelines, as homework may vary from night to night.

Kindergarten: 10 minutes

First Grade: 15 minutes

Second Grade: 20 minutes

Third Grade 30 minutes

Fourth Grade: 40 minutes

Fifth Grade: 50 minutes

Sixth Grade: 1 hour...and increase approximately 15 minutes per grade level, in order to prepare for the rigors of high school.

Homework may include assignments to be done at home following classroom instruction, unfinished work from daily exercises, or extra practice, rereading a selection, etc. Allowance will need to be made for individual differences. The time should be "quality" study time in a proper setting and may require parental assistance or oversight. Each classroom teacher has specific criteria for homework evaluation within their classroom. Some teachers require parent signature to indicate an adult checked the homework. Please communicate with your child's teacher if you have questions about his/her homework expectations/criteria. Student will be informed if inaccurate or incomplete homework will affect grades. Students who have not completed homework correctly may be required to complete the assignment after school, during recess, etc.

The faculty expect that students will follow the homework guidelines and expectations established by each teacher. When a teacher informs a student of a particular policy regarding late work, it will be honored by the administrative staff.

On a weekly basis, in grades 6th-8th, teachers will provide information regarding homework assignments through the MGS website. The Junior High has its own "blog site". Homework and classroom activities are updated by each teacher. This site can be accessed through the District's website. Please look for the title "Junior High Homework" to keep informed. The Jr. High student's agenda is the most important homework notice for stating daily assignments. 1<sup>st</sup> -5<sup>th</sup> grade teachers use the students' agendas for updating daily homework assignments. Kindergarten students use daily take-home folders for homework assignments.

## Student's Rights and Responsibilities

### Redbird Code of Conduct

The primary responsibility for student behavior lies with each student. Students should model the statement "**I have a choice in everything I do, and I have a responsibility for the choices that I make.**" Students are required to behave properly, respecting themselves, others, and property.

### Student Rights

Students may provide input involving their school and their rights. Students have the right to the following:

- Physical safety and protection of personal property;

- An atmosphere conducive to learning; safe and clean facilities;

Reasonable consultation with teachers, staff, and administrators;  
 Voice thoughts and opinions regarding school rules and procedures through student council representation, student surveys, and informal conversations with administration and teachers to discuss issues and to receive replies;

Equal opportunities without regard to race, sex, sexual orientation, religion, color, national origin, or physical or mental handicap;

Due process procedures in matters involving suspension and/or expulsion;

Rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting.

### **Student Responsibilities**

Students have the responsibility to:

Be an active and prepared participant in their learning;

Be present and punctual in the learning process;

Learn and follow rules set forth by the teachers and administration;

Maintain appropriate behavior in words and actions at school and school sponsored activities;

Respect others at school and at school sponsored activities;

Respect the rights and individuality of others;

Dress and groom in a manner that meets district standards.

## **ATTENDANCE, DISMISSAL, AND SCHEDULES**

### **Arrival and Dismissal**

Metamora Grade School takes the safety of all parties within the building very seriously. All doors will be locked during the school day. If an adult needs to come to the office or enter the school they will need to come to the main doors in order to be buzzed into the building and proceed to the main office. There is an intercom system located to the right of the main doors with audio and visual communication capabilities. School personnel will talk with you through the intercom system. Anyone entering will need to state who they are, and/or show identification, and will need to state the reason for entering the building. Once you are buzzed into the building, you must report to the main office. This system improves instructional continuity and safety within our building. Dropping off and picking up your child will occur outside of the building before or after school.

#### **Arrival**

Students need to be in their classroom/homerooms no later than 8:20 am or they will be considered tardy.

**Madison Street/Back of the Building:** All students arriving by car should be dropped off in the back of the building on Madison Street. We recommend that all students **3-8** grade be dropped off in the back of the school. MGS drop off or arrival time in the morning is between 8:00-8:10 am on Madison Street. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can drop off students at once. Students exit the car on the passenger side, not in the road, for safety purposes. Students enter through the junior high doors by **walking on the sidewalk**. Any student arriving after 8:10 am must use the front doors.

**Chatham Street/Front of the Building:** MGS drop off or arrival time in the morning is between 8:00-8:15 am at the front of the building. **Drivers must park within designated parking spots not along the South Gym.** We encourage **prekindergarten-2<sup>nd</sup> grade students** to have parents park in the front of the building. Any student using the front of the building to enter the school **CANNOT BE DROPPED OFF**, but must be escorted by an adult through the parking lot to a staff member. Students must walk and remain on the sidewalk during their arrival time. No students nor siblings are to play or run or leave their parents side on the sidewalk. Any student arriving after 8:20am must stop in the main

office for a tardy pass. Supervision in the morning begins at 8:00 am, if students in K-6 grades arrive before 8:00am, they will be sent to Latchkey and parents billed. 7<sup>th</sup> and 8<sup>th</sup> graders will wait outside unsupervised. Only adults who have business in the office or an appointment to see a staff member may enter the building.

### **Typical Dismissal Times**

MGS pick up/d dismissal time:

**K-1: 2:55pm (Front); 3:00 (Back)**

2-4: 3:00pm

5-8: 3:05pm

**Madison Street:** Students exit through the junior high doors. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can pick up students at once. Students are to walk on the sidewalks and enter the car on the passenger side of the car, not in the road, for safety purposes. Parents must remain inside the vehicle and wait for their child/ren to enter their vehicle. Students will come out the back door starting at **3:00 PM**. Students wait on the sidewalk next to Madison Street waiting for their ride for going home. No students should run or play during pick-up time.

**Chatham Street/Front of the Building:** Anyone picking a student up at the front of the building at dismissal time must park in designated parking spots (**not along the South Gym**) and meet the students on the sidewalk and the student must be escorted through the parking lot. Students and families waiting in front of building must remain on the sidewalk and abide by school rules. Once a parent arrives on the sidewalk, the child is to wait with the parent and remain on the sidewalk while awaiting other students to take home. No students nor siblings are to play or run or leave their parents side on the sidewalk while waiting to leave.

### **During the school day:**

Please schedule appointments before or after school. If a student must leave during the day, send a note to the teacher and enter the building at the front and sign your student out in the office. When returning, please sign them back in.

### **Changes:**

MGS discourages changes to any daily routines of how your child goes home every day. If a change needs to occur because of an emergency, we ask that you call your student's school office to make arrangements. However, it cannot be guaranteed that a change message can be delivered to your child.

**Please call either office (K-5: 309-367-2361 or Junior High: 309-367-2377) with a change no later than 2:00 PM, and we will try to get the message to the student. Please do not email the teacher directly, as they may not be able to check emails in time for dismissal.**

For your student's safety, we recommend that each student have an established way of going home. The safest manner is to have your child go home the same way daily. However, this set routine may involve different methods such as back door car rider on Mondays and Wednesdays, bus rider on Tuesdays and Thursdays; and Latchkey every Friday. Though not recommended, if necessary, a parent may set a dismissal schedule each week.

**You must complete a transportation request form (found on the MGS homepage website) or send a written note to the homeroom teacher and follow the procedures below:**

***\*No "same day" changes after 8:45 am:***

***\* No phone call changes or email changes after 8:45 am***

***\*Request adequate notice of change (by 8:45 am on the day of the change or a day in advance, if not sooner) Transportation Request Form—found on home page of the school***

**website-For bus transportation director (e.g. This form is not to be used to request that a student ride different bus, but it is used to let the driver know a student is a car rider, etc. \*WEEKLY REQUEST ONLY: You may send a written note the first day of the week to inform the teacher of that week's schedule. In event of emergency, you may send a note in the morning or call the office. Emails are not a reliable method of informing the teacher of dismissal plans. Parents assume full responsibility for their student's safety when there is not an established dismissal routine.**

*\*Form on MGS website –Metamora Grade School Transportation Request Form*

### **Walker/Bike Rider:**

Students walking or riding bikes should cross the front parking lot at the designated crosswalks. Students should not cut across the road without using the crosswalk for their own safety. Crossing guards will provide instructions for safety purposes at the crosswalk area at Route 116 and Prairie Street.

## **Attendance Policy**

MGS takes attendance seriously. We want to see every child, every day. The statutes governing school attendance are very specific and leave little option for MGS to excuse students from school. Illinois School Code supports regular attendance through its laws and funding based on average daily attendance. Regular and punctual attendance in school is important to student achievement.

MGS requests that parents call the school before 8:45 a.m. to report an absence. At this time, the parent can request that a determination be made to whether this absence is excused or unexcused, in the case of questions. If you fail to contact the office, school personnel are required to contact parents to inform them of their child's absence and an explanation of the absence.

The **maximum amount of absences allowed by Metamora CCSD #1 is 7 school days total**, excused and unexcused, based on the truancy laws of Illinois. More than 7 days total absences could result in a referral to the Regional Office of Education's truancy officer.

Illinois State Code defines "**the valid cause for an absence**" (**excused**) as the following:

- Illness
- Observance of a religious holiday
- Death in the immediate family (parent, grandparent, or sibling)
- Family emergency (as decided by Administration)
- Other situations beyond the control of the student as determined by the Board of Education, (for example, medical appointments and court appearances).
- Other such circumstances, which cause the parent reasonable concern for safety or health.

### **Student Non-attendance during Illness**

There are times when a student should remain at home for his/her own welfare and the protection of other students. Your child should remain at home if he/she has:

- Uncontrollable and/or productive cough
- Fever of 100 degrees within the past 24 hours (without medication)
- Vomiting or diarrhea within past 24 hours (without medication)
- Sore throat and swollen glands
- Undiagnosed rash
- Earache, severe headache or drainage from the eyes.

Students should remain home for 24 hours after an acute illness or after starting antibiotics for a diagnosed infection. Students are welcome to come to school mid-day if the 24 hours expires mid-day.

All other absences that are not included in the above list will be considered unexcused. For example, no

phone call was received, hunting or fishing, family vacations/trips, oversleeping, missing your ride to school, shopping, beauty/barbershop appointments, requesting to go home to get materials, or working on school projects at home, and others determined by the Dean/Principal will be considered unexcused and can result in a referral to the Truancy Program through the Regional Office. If there is trouble getting to school, please alert the secretary or principal when you call to report the absence. Every effort will be made to help each family make accommodations to get the student to school.

A parent may ask that homework for an absent student be ready before 2:30 p.m. However, there is no guarantee that the teacher will be able to have work ready. If work should be available, it will be ready after 2:30, in the front office. **All absences, both excused and unexcused, require that all work must be made up.** It is the student's responsibility to gather the work and turn it in to their teacher(s) within the allotted time frame given by the teacher. On the first day of a student's absence (excused or unexcused) the students will be given two days to make up work. For each day following the initial absence students will receive an additional day for each day's absence. Once a student returns to school and then becomes absent at a later date, the student's initial absence will be given two days to make up work and then one day for each consecutive day absent. Students receive full credit for work that is turned in by the proper due date.

Examples:

- If the student is absent on Monday and comes back on Tuesday, he/she has two days (**Tues. and Wed.-due on Thurs.**) to make up the work. **(Even if the parent gets homework on the day they are absent, the child has two days).**
- If the student is absent on Monday and Tuesday, he/she has three days (**Wed., Thurs. and Friday-due on Monday**) to make up the work. **(Even if the parent gets homework on the day they are absent/sick, the child has three days).**

**Students who are absent are held responsible for any work assigned prior to his/her absence. For example, if a student is absent the day of a test, project, quiz, or paper, but was present when the assignment was made, he/she is expected to turn in the work or take the test the day he/she returns to class. Projects with long-standing due dates will also be expected upon return, unless prior arrangements have been made directly with the teacher.**

Any student who was absent a full day, whether excused or unexcused, may not attend an after-school activity on that day, including school sponsored musical and athletic activities. If the absence is prior to the weekend, the student may not attend any school activities on that weekend.

### **Consequences for Absences and Tardies.**

#### **3 Consecutive days absent**

A doctor's excuse may be required upon return to school to receive excused absences.

#### **4 Unexcused Absences**

A letter or phone call will be made informing the parent of the number of unexcused absences.

#### **7 Total Days Absent (excused and unexcused)**

Maximum number allowed for the school year.

A letter will be sent to parents/guardians informing them of the attendance policies and procedures and explaining the consequences of further absences, including doctor's visit requirements and referral to the truancy program.

#### **9 Total Unexcused Absences**

Student is in direct violation of the Compulsory Attendance Laws of Illinois.

A referral may be made, depending on the nature of the absences, to the Truancy Officer of the Regional Office of Education

If the Truancy Officer of the Regional Office becomes involved in the attendance procedures for the student in violation, procedures may involve court action.

#### **Tardiness**

Any student who arrives in their classroom after 8:20 am is tardy. K-5 parents must bring children into the main office after 8:20 am.

The student must report to the office to obtain a pass before going to class. No teacher will permit a child into class at 8:20 am without a pass.

Written or verbal confirmation from parents stating the reason for tardiness will help to determine whether it is excused or unexcused.

**Excessive tardiness will result in disciplinary action or truancy referral. (1) 4 Unexcused Tardies: 1 Lunch Detention and note home to be signed and returned; (2) 7 Unexcused Tardies: 2 Lunch Detentions and letter to parents; (3) 9 Unexcused Tardies: 3 lunch detentions and 3<sup>rd</sup> letter to parents; (4) Every subsequent unexcused tardy after 9: lunch detention and letter to parents; (5) 12 Unexcused Tardies: referral to truancy officer; (6) Each unexcused tardy beyond 12 is an after school detention.**

## **BEHAVIOR, CONDUCT, SCHOOL RULES**

### **Bicycles, Rollerblades, Roller Shoes, and Skateboards**

Bicycles must be kept locked in bike racks at all times. It is the responsibility of the student to keep his or her bike safe while on school property. When students are riding their bikes to and from school each day, bicycle rules need to be followed for the safety of our students, including all walkers, bike riders, and bus riders. Bikes are not to be ridden on the sidewalk or around the parking lot before or after school, during the school year.

Rollerblades and roller shoes (Heelys) are not allowed on school property and are not to be worn within

the school building. If a student is wearing either of these on school grounds, they will be confiscated by school personnel and returned to them at the end of the day. If the problem becomes chronic, the student may not receive the items back until the end of the school year.

Skateboards are not allowed on school property. If a student has a skateboard at school, whether it is before or after school, or while attending evening events, the skateboard will be confiscated and returned to the student at a later date.

Metamora CCSD #1 is not responsible for lost or damaged bicycles, rollerblades, and roller shoes. It is the student's responsibility to keep his or her items safe while at school.

## **Book Bags and Purses**

At grades 6-8, book bags and purses are not allowed to be carried from class to class during the day. They are certainly not prohibited in coming to and from school. However, students should be responsible for keeping his or her things safely locked in their lockers during the day. Metamora CCSD #1 is not responsible for lost or stolen purses, book bags or personal items.

## **Bus Conduct and Safety**

Students are assigned to a bus using the student's legal residence. Students must ride the assigned bus to school and home unless otherwise authorized.

**If possible, students and parents should report bus problems to the bus driver before referring the situation to the administration. Students who do not follow the bus behavior rules will be reported by the driver to the Dean of Students for disciplinary action.**

### **Students will:**

- Follow school rules on the bus and bus stops.
- Show common courtesy (keep hands, feet, and objects to yourself). No improper physical actions. No throwing objects within the bus or out the window. No spitting.
- Be respectful and obey driver's directions the first time they are given.
- Remain in your assigned seat facing forward at all times.
- NOT eat or drink on the bus.
- NOT be loud, noisy, vulgar, or abusive.
- NOT litter, write on, or damage the bus (school property) in any way.
- NOT take harmful, distracting, or large objects on the bus (ex. skateboards, radios, games, toys, balloons, basketballs, large stuffed animals or live animals).
- Remain absolutely quiet near a railroad crossing, by stop signs, or in heavy traffic or when requested.
- NOT touch safety devices on the school bus.
- Keep all objects except large band instruments on your lap.
- Aerosol sprays (ex. body sprays, hair spray, and deodorant) are not to be used on or near buses.

**PLEASE ADHERE TO THESE BUS GUIDELINES:** In order to ensure less confusion and increased safety the following bus rules must be followed:

1. Students are not allowed to ride a different bus for any reason. Student must get on and off at the same bus stop every day. However, if an emergency would occur and there needs to be a change in the student's customary bus procedure, contact the bus transportation director. (**no later than 8:45 am**). However, if an emergency would occur and there needs to be a change in the student's customary bus procedure, contact the bus transportation director or staff.

2. They may ride a different bus home (for example to the babysitters), but they must ride it every day. This option is currently available; however, it may change as our bus routes and school enrollment change.
3. Students must get on at the same spot and off at the same bus stop every day.
4. **The district and its employees are not responsible when there is a change from the child's customary dismissal procedure.**
5. If a student is enrolled in Latchkey the same schedule must be followed each week. For example, if they are signed up to attend Latchkey on Monday, Wednesday, Friday, then the bus driver knows to expect them on the bus on Tuesday and Thursday
6. E-mails, notes, or phone calls will no longer be accepted to change the mode of transportation at dismissal time.
7. Once students are on the bus they will not be allowed to get off at a different location unless there is a signed note from the parent that has been stamped by the office staff.
8. Parents will be asked for identification if they try to take their child from the bus. Please understand that our bus drivers cannot identify each parent.
9. Students should arrive at bus stop 5-10 minutes earlier than the scheduled time due to slight variations from the assigned bus schedule.
10. Students should conduct themselves properly at the bus stop and stay off the road.
11. Physical or verbal aggression or other misbehaviors are not allowed.

**Video cameras with audio systems are used on buses to monitor conduct and maintain a safe environment for students and employees.**

## **Cafeteria Rules:**

1. Enter the cafeteria in a quiet, single file line.
2. For the courtesy of others if you don't have your lunch card go to the end of the line.
3. Treat all cafeteria staff as you would a teacher. Respect all adults.
4. Students must politely and clearly request or decline food items, etc.
5. Stay seated while eating and do not share food.
6. Use inside voice while talking to only those at your table.
7. Use your manners. Please and Thank You go a long way.
8. Keep your area clean on top of the table and underneath it.
9. When all done eating, throw away your trash and return lunch tray.
10. Quiet when lights are turned off; then tables are dismissed.
11. Single file line when leaving the cafeteria, no talking or running in the hallway. Many classroom instructors are teaching lessons during lunch.
12. Soda is not allowed at lunch time.
13. Never throw anything.
14. Follow the directions of the adults in the cafeteria.
15. No student may share or eat food from another student.

## **Cellular Communications and Electronic Devices**

Upon arrival to school until 3:05 p.m., cell phones are to be powered off and left in the student's locker. If the phone is not being used but it is found, it will be returned to the student at the end of the school day. If a student is caught calling, texting, answering his/her cell phone, taking pictures or the phone rings or vibrates: on the first offense, the students will receive a warning about inappropriate use and the phone will be confiscated and returned to the student at the end of the day. On the second offense, the student will receive an after school detention and the phone returned to the parent. On subsequent offenses, the student will receive an in-school suspension and the phone will be returned to a parent. However, if at any time, inappropriate use or information is noted, consequences and/or procedures will



be handled differently.

The use of cell phones, video recording devices, cameras, and all electronic devices is prohibited while at school, during school hours, and travelling to and from school on the school buses. This prohibited use includes traveling to and from athletic events. A cell phone may be used outside of the school day with the approval of school personnel or while returning home from a school sponsored event with permission from the coach or sponsor to contact parent regarding transportation issues.

If the cell phone or other electronic device is confiscated because of suspected inappropriate use, the dean of students, principal, superintendent, or police personnel have the right to search the contents of the cell phone and do so in front of the student.

The following electronic devices are included in these rules: iPods/tablets, iPads, smartphones, cell phones, headphones, headsets, CD players, MP3 players, digital cameras, video recording devices, Gameboys, or other electronic games, Nintendo DS machines, PSP machines and any other devices or systems that have wireless internet capabilities. These too are prohibited within the school building, on the school buses, and during field trips.

Kindle Fires and other e-readers will be allowed on school grounds, but are not to be used during the school day from arrival at school until 3:15, without prior written permission from parents. Parents and student will complete and return the e-reader permission form, then, the principal approves the usage of his or her e-reader within the classroom. When students use an e-reader and/or Kindle Fire, no internet gaming and/or unacceptable internet usage will be allowed. iPads/tablets and smartphones will be prohibited as e-readers because of their wireless gaming capabilities. All students who use an e-Reader while at school will need a parental consent form signed and on record in the office. Use of an e-Reader is prohibited while on the bus rides to and from school to home. All electronic devices are discouraged at MGS. MGS takes no responsibility for the loss, theft, or damage of electronic devices.

## **Disciplinary Procedures**

The philosophy of discipline at Metamora CCSD #1 is to work directly with students to resolve a conflict before it becomes problematic, as well as to work towards improving behavior. Any and all discipline that is done at Metamora Grade School is done with these purposes in mind.

The faculty and staff of Metamora Grade School have the responsibility of maintaining discipline in the school. Students are expected to behave in an appropriate manner, displaying respect for their peers, school personnel, and themselves.

Students who violate MGS policies or rules will face disciplinary action. All disciplinary actions will follow procedures and guidelines consistent with district policy, behavioral intervention plans, IDEA, Illinois School Code, and current case law. All school personnel have the authority to stop misbehavior, provide student consequences, and/or notify the dean of students of violations of policies or expectations. A disciplinary record for all students referred to the dean of students is kept in the dean of students' office.

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

1. On, or within sight of, school grounds before, during, or after school hours.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears reasonable relationship to school.
3. Travelling to and from school or a school activity, function, or event.
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student

and/or staff member; or (b) endanger the health or safety of students, or staff, or damage school property.

All discipline violations will fall into two categories. It is either a minor infraction or a serious infraction and has its own progression of consequences.

***Consequences for Minor Infractions – issued by the classroom teacher, specialty teachers, recess monitor, bus driver, cafeteria monitor, secretary, substitute, instructional aide, dean of students, or principal.***

*Student conference and/or student contracts*

*Temporary removal from classroom or activity and/or loss of privileges (including field trips)*

*Telephone report to parents by teacher, student, and/or administration*

*Temporary loss of inappropriate items*

*Written assignments*

*Payment for damaged property*

*Written report to parents, teacher, and/or administration*

*Parental conference with teacher and/or administration*

*Detainment before school, during lunch, after school, and/or during recess(es) \*\*Certified/noncertified substitutes; and noncertified staff-detainments will be referred to administration.)*

*Detention after school on Thursdays from 3:10 -3:55 (K-8) \*certified/noncertified substitutes; and noncertified staff -detentions will be referred to administration.)*

*Redbird cards (behavioral homework and being prepared monitoring system at the 5-7 grade levels; varies among grade levels*

*Others: Restitution, service projects, referrals to the Dean of Students, etc.*

***Consequences for Major Infractions – administered by the dean of students, principal, superintendent, and/or school board and for which disciplinary action is warranted or required by local policies or state law.***

*Seizure of contraband (including, but not limited to, pornography, drugs, alcohol, weapons, stolen items).*

*Notification of juvenile authorities (regarding illegal drugs or paraphernalia, look-alikes, physical assault, alcohol, or weapons)*

*Bus suspension or expulsion, or referral to the superintendent for action.*

*In-school suspension (based on Senate Bill 100)*

*Out-of-school suspension (based on Senate Bill 100)*

*Expulsion from school by Board of Education ((based on Senate Bill 100)*

*Transfer to an alternative school program*

*Handbook and school rules apply to the student whether in the school building, on school grounds, on the school bus, or at all school-sponsored events, even those occurring off-campus.*

Any misconduct by a student not addressed above will be handled by the school administration. The administration reserves the right to change a disciplinary action based on circumstances. The above outlines the general actions that will be taken by school officials; however, the actions will not be limited to these actions, based on an individual case basis.

## **Disciplinary Policy**

Each teacher has their own progressive discipline plan within their classrooms; however, major or repeated student behavioral issues are referred to the dean of students. When students are referred to the dean of students, the following outlines some general disciplinary actions that can be taken by school officials; however, the actions will not be limited to these actions, based on an individual case.

Consequences may vary according to severity, frequency, details of the offense, maturity, and functioning

level of the students. Definitions for these activities are outlined on the school website or parent handbook for further investigation if necessary. In some cases, rules may be so specific that it is necessary to view the definitions. Offenses not listed below will be handled in a manner appropriate for the behavior and student.

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
Aggressive Behavior/Fighting  <u>See Physical or Psychological Harm of Others for a detailed definition below.</u>	<b>Minor:</b> Student engages in non-serious, but inappropriate physical contact. <b>Major:</b> <u>Intentional</u> actions or threats involving serious physical contact where injury may occur.	<b>Minor:</b> Pushing, pulling, accidental hitting, horseplay, etc. <b>Major:</b> Hitting, punching, scratching, hair pulling, kicking, biting, spitting on others, etc.	<b>Minor:</b> Consequences include but are not limited to Warning or Detention <b>Major:</b> Consequences include but are not limited to Parent Conference, Detention, Suspension, or Expulsion
Alcohol, Drug, E-cigarettes, or Tobacco  <u>Detailed Definition below</u>	<b>Major:</b> Students with illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug/alcohol/tobacco paraphernalia, inhalants, alcoholic beverages, tobacco, etc.	<b>Major:</b> Using, possessing, distributing, purchasing, or selling	<b>Major:</b> Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion
Bus Safety	<b>Minor:</b> Any activity that occurs on the bus that could be considered unsafe, disruptive, or inappropriate acts to one or more of the passengers and/or driver on the bus. <b>Major:</b> Repeated activity that is considered dangerous or an activity that is considered severely dangerous to the passengers and/or driver on the bus.	<b>Minor:</b> Some examples of unsafe behavior includes but is not limited to not sitting, yelling, or distracting behavior, etc. <b>Major:</b> Repeated unsafe or minor behavior, physical harm, dangerous actions, etc. <u>The bus is an extension of the classroom and disciplinary actions listed apply to the bus as well.</u>	<b>Minor:</b> Consequences include but are not limited to Warning, Assigned Seat, or Detention <b>Major:</b> Consequences include but are not limited to Detentions, Parent Conferences, Use of Seating Restraints, Bus Suspension, Suspension, Bus Expulsion, or Expulsion.
Cyber/Cellular Bullying  <u>See Cyber/Cellular Bullying for a detailed definition below.</u>	<b>Major:</b> Any activity on electronics that is considered harassing, threatening, disrupting the daily operation of school, or bullying another student while outside or inside of school.	<b>Major:</b> Harassing, threatening, or bullying staff or students through email, texting, messaging, social networks, internet, etc.	<b>Major:</b> Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion
Disrespect to Adults/Insubordination/Threats/Intimidation/	<b>Minor:</b> Student engages in brief or low-intensity failure to respond to adult requests.	<b>Minor:</b> Not following direction, not completing classwork,	<b>Minor:</b> Consequences include but are not limited to Warning,

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
Defiance	<b>Major:</b> Refusal to follow directions, talking back and/or rude social interactions.	telling "no", rolling eyes, ignoring requests, etc. <b>Major:</b> Repeated minor behaviors, name calling, etc.	Detainment, or Detentions. <b>Major:</b> Consequences include but are not limited to Parent, Conference, Detentions, or Suspension.
Disrespect to Peers  <u>See Physical or Psychological Harm of Others for a detailed definition below</u>	<b>Minor:</b> Low-intensity name calling or other rude social interactions. <b>Major:</b> Student repeatedly delivers disrespectful messages (verbal or gestural) to another person that includes <u>bullying</u> , threats and intimidation, obscene gestures, pictures, or written notes.	<b>Minor:</b> Name calling, making faces, rude behavior. <b>Major:</b> Disrespectful messages include negative comments based on race, religion, gender, age, sexual orientation, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.	<b>Minor:</b> Consequences include but are not limited to Warning, Detainment, or Detentions. <b>Major:</b> Consequences include but are not limited to Parent Conference, Detentions, Suspension, or Expulsion.
Fighting  <u>See Physical or Psychological Harm of Others for a detailed definition below.</u>	<b>Major:</b> Actions involving serious physical contact where injury may occur with <u>more than one person participating</u> .	<b>Major:</b> Hitting, punching, scratching, kicking, fighting, hair pulling, biting, etc.	<b>Major:</b> Consequences include but are not limited to Parent Conference, Suspension, or Expulsion
Gang Activity	<b>Major:</b> A gang is a group of two or more persons whose purpose includes the commission of illegal acts.	<b>Major:</b> Gang activity includes, but is not limited to, wearing, using, or distributing, displaying, or selling any clothing, jewelry, emblem, or badge that evidences or promotes gang affiliation, soliciting other people to join, and/or using verbal or non-verbal acts demonstrating such affiliation.	<b>Major:</b> Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion
Gum, Candy, Food, and Drink	<b>Minor:</b> For health and safety reasons, eating, chewing gum, or drinking outside the cafeteria unless supervised is not permitted.	<b>Minor:</b> A student may not chew gum, eat food or candy without permission. Soda, energy drinks, etc., other than Gatorade/PowerAde, is prohibited.	<b>Minor:</b> Consequences include but are not limited to Detainment or Detentions.
Honor Code Violation  <u>See Academic Dishonesty (Cheating)</u>	<b>Major:</b> Lying, cheating, omitting parts of the truth in order to misplace blame, forging signatures, repeated or continuous lying, cheating, etc.	<b>Major:</b> Forging parent signature, cheating on homework or tests, lying, continuous or repeated forging	<b>Major:</b> Consequences include but are not limited to Parent Conference, Decreased

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
<a href="#">for a Detailed Definition Below</a>		parent signature, cheating on homework or tests, lying, etc.	Grade, Detentions, or Suspension. <b>Cheating:</b> <a href="#">Consequences listed in the detailed definition below</a>
Inappropriate/Abusive Language	<b>Minor:</b> Student verbalizes <b>or draws</b> or writes using language that is inappropriate for school. <b>Major:</b> Repeated verbalizing or writing using language that is inappropriate for school.	<b>Minor:</b> Name calling, written or verbal insults, etc. <b>Major:</b> Repeated name calling, cursing, written or verbal insults, <b>cursing</b> , etc.	<b>Minor:</b> Consequences include but are not limited to Warning, Detainment, or Detentions. <b>Major:</b> Consequences include but are not limited to Parent Conference, Detentions, or Suspension.
Inappropriate Display of Affection	<b>Minor:</b> Student engages in physical, verbal, or written displays of affection that are not appropriate in a school environment. <b>Major:</b> Repeated engagement in physical, verbal, or written displays of affection that are not appropriate in a school environment or engagement in any sexual act other than mouth kissing.	<b>Minor:</b> Kissing, inappropriate hugging, physical touching over clothing of private body parts, writing or verbalizing non-explicit inappropriate messages, etc. <b>Major:</b> Repeated minor inappropriate displays of affection, physical touching over clothing of private body parts, physical groping, under clothing touching of private body parts, explicit written/verbal messages, engagement in any sexual act other than mouth kissing, etc.	<b>Minor:</b> Consequences include but are not limited to Warning, Detainment, or Detentions. Parent Conference or Suspension. <b>Major:</b> Consequences include but are not limited to Detentions, Parent Conference, Suspension, or Expulsion.
Property Damage/Misuse	<b>Minor:</b> Low-intensity misuse of property. <b>Major:</b> Students participates in an activity that results in destruction or disfigurement of property	<b>Minor:</b> Littering, erasable writing on property, breaking pencils, etc. <b>Major:</b> Repeated minor behaviors, damage that can't be easily fixed or cleaned, etc.	<b>Minor:</b> Consequences include but are not limited to Warning, Detainment, Detentions, or Restitution. <b>Major:</b> Consequences include but are not limited to Parent Conference, Restitution, Detentions, Suspension or Expulsion.
Sexting	<b>Major:</b> Sending, receiving, or possessing sexually explicit or	<b>Major:</b> Prohibited conduct specifically includes, without	<b>Major:</b> Consequences include but are not

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
	otherwise inappropriate pictures or images.	limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic devices, or cellular phone.	limited to Parent Conference, Suspension, or Expulsion
Skipping Class/School/Detention	<p><b>Minor:</b> Missing an assigned class(es) or detention for all or any part of the class.</p> <p><b>Major:</b> Repeatedly missing an assigned class/s or detention for all or any part of the class.</p>	<p><b>Minor:</b> Intentionally skipping a class, school, detention, or forgetting to attend a detention.</p> <p><b>Major:</b> Repeatedly and intentionally skipping a class, school, detention, or forgetting to attend a detention.</p>	<p><b>Minor:</b> Consequences include but are not limited to Detainment, Parent Conference, or Detentions.</p> <p><b>Major:</b> Consequences include but are not limited to Parent Conferences, Detentions, or Suspension.</p>
Technology Violation	<p><b>Minor:</b> Student engages in low-intensity misuse of any school technology.</p> <p><b>Major:</b> Repeated misuse of any school technology or deliberate act of technology abuse.</p>	<p><b>Minor:</b> Improper handling of equipment, not following staff directions when using technology, etc.</p> <p><b>Major:</b> Use of technology without staff permission, repeated minor misuse of technology or falsifying grades, stealing passwords, cyber bullying, deliberately accessing or downloading inappropriate content, damage to computer/s, etc.</p>	<p><b>Minor:</b> Consequences include but are not limited to Detainment, Warning, or Detentions.</p> <p><b>Major:</b> Consequences include but are not limited to Detentions, Parent Conferences, Fines/Restitution, Legal Authority, Suspension, or Expulsion.</p>
Theft	<p><b>Minor:</b> Student is in possession of, having passed on, or being responsible for removing someone else's property.</p> <p><b>Major:</b> Student is in possession of, having passed on, or being responsible for removing someone else's property.</p>	<p><b>Minor:</b> Taking pencils, erasers, items of little or no value.</p> <p><b>Major:</b> Repeated minor behaviors or taking items of significant value.</p>	<p><b>Minor:</b> Consequences include but are not limited to Restitution or Detentions.</p> <p><b>Major:</b> Consequences include but are not limited to Restitution, Detentions, Legal Authorities, or Suspension.</p>
Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
Weapons/Firearms  <u>See Weapons/Firearms for a Detailed Definition Below</u>	<b>Major:</b> Knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, scissors, pencils, and pens may be construed as weapons.	<b>Major:</b> Possession, use, control, or transfer or any object that may be used to cause bodily harm.	<b>Major:</b> Consequences include but are not limited to Legal Action, Alternative School, Suspension or Expulsion

### Definitions of Consequences:

Demerits – Jr. High Only – Demerits are given out to students if they are unprepared for class, arrive late to class without permission or a pass, unacceptable behavior, or disruption. Accumulated 3 demerits = 1 after school detention.

Lunch/Recess Detention – A student will bring their lunch and sit in the Jr. High Office during lunch and recess time. **(3 lunch recess detentions is considered equivalent to 1 after school detention)**

After School Detention – A student will stay after school for a 45 minute period of time. 5 after school detentions = 1 in-school suspension

Kindergarten through 5<sup>th</sup> grade will serve their after school detention from 3:00-3:45 with an administrator unless other arrangements are made.

Junior High (6<sup>th</sup>-8<sup>th</sup> Grade) – After school detention are on Thursdays after school from 3:10-3:55 in one of the Jr. High Teachers' classrooms unless other arrangements are made.

Detainment – A student is considered detained when they remain in the office for a duration of 1 hour or longer due to behavior.

In-School Suspension – When a student is assigned an in-school suspension, they are required to be in the office for an amount of time decided on by the dean of students or principal. While serving the in-school suspension, students must complete their work that was assigned by their teacher/s.

Out of School Suspension – When a student is assigned an out of school suspension, they are not allowed on school grounds for an amount of time decided on by the dean of students or principal. While serving the out of school suspension, must complete all assignments made during their absence as defined in the absent section of the handbook.

Expulsion – A student may only be suspended for an accumulated maximum total of 10 days (includes special ed. students). Anything more than 10 accumulated days is considered an expulsion. The student and parents are given their due process and must appear in front of the board of education. The board of education determines if a student can be expelled from school for more than 10 days.

## Disciplinary Definitions

**Academic Dishonesty (Cheating):** Any action intended to obtain or assist in obtaining credit for work that is not one's own. Examples include submitting another's work as one's own, obtaining/accepting a copy of tests or answer keys, giving/receiving test questions or answers, copying from another student's test/homework or allowing a student to copy, using materials that are not permitted during a test, plagiarizing, presenting other students' work as their own and/or published materials as one's own, and having someone else prepare the assignment. Academic dishonesty can result in the following consequences listed below:

Consequences (Grades K-5):

- **1<sup>st</sup> Offense:** At the teacher's discretion, the student will be required to redo the assignment on his/her own time for 50% credit for the first offense, the Dean of students will contact the parent/s, and a lunch detention will be served for any act of cheating or plagiarizing.

- **2<sup>nd</sup> Offense:** The student will receive a 0%, the Dean of students will contact the parent/s, and serve two lunch detentions. The student may be ineligible for extracurricular activities until the issue has been fully resolved to the satisfaction of the Faculty/Administration/Athletic Director.
- Subsequent offenses will result in another 0 % and additional disciplinary action including, but not limited to, suspension.

Consequences (Grades 6-8):

- **1<sup>st</sup> Offense:** At the teacher's discretion, the student will be required to redo the assignment on his/her own time for 0% credit for the first offense and an after school detention will be served for any act of cheating or plagiarizing.
- **2<sup>nd</sup> Offense:** The student will receive a 0% and serve two after school detentions. The student may be ineligible for extracurricular activities until the issue has been fully resolved to the satisfaction of the Faculty/Administration/Athletic Director.
- **3<sup>rd</sup> Offense/subsequent offenses:** The student will result in another 0% and additional disciplinary action including, but not limited to, suspension.

Past Practice

*Consequences:*

- *1<sup>st</sup> Offense: At the teacher's discretion, the student will be required to redo the original or alternate assignment or assessment on his own time for 50% credit for the first offense and an after school detention will be served for any act of cheating or plagiarizing.*
- *The student may be ineligible for extracurricular activities until the issue has been fully resolved to the satisfaction of the Faculty/Administration/Athletic Director.*
- *Subsequent offenses will result in decreased credit for replacement assignments/assessments and additional disciplinary action including, but not limited to, suspension.*

*Students who assist or enable a student to cheat or plagiarize may receive similar consequences.*

**Alcohol, drugs, tobacco, and electronic cigarettes/vaporizer:** Using, possessing, distributing, purchasing, or selling illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug paraphernalia, inhalants, alcoholic beverages, or tobacco/substitute tobacco products (vaporizer/electronic cigarettes) materials is prohibited. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but (a) one that a student believes to be, or represents to be, an illegal drug/controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student represented the item to be such. Students will not be permitted to attend school when they are using or under the influence of alcohol or illegal drugs and will be treated in the same manner as though they had alcohol or drugs in their possession. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs, alcohol, or tobacco products brought onto school property and will submit such items for analysis, if needed. School authorities will file criminal charges against any individual found, knowingly and illicitly, to possess, distribute, and/or use drugs, "look-alike" drugs, and/or drug paraphernalia on school property or at school related events. Activities related to alcohol, drugs, and tobacco will result in, but is not limited to, a suspension and/or referral to the legal authority.

**Cyber/Cellular Bullying/Harassment:** Any activities on electronics that are considered harassing, threatening, or bullying another student while outside or inside the school (email, text messaging, messaging, social networks, internet, etc.) will be dealt with if it is brought into the school at any time. Metamora Grade School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Please see <http://www.isp.state.il.us/icu/> for more information regarding your Internet Safety and laws governing that.



Making an explicit threat toward the safety and security of a school employee, a student, or any school-related personnel on an Internet website is prohibited. Consequences include, but are not limited to a suspension and/or referral to the legal authority. MGS Bullying Report Form (anonymous-can be found on the MGS website to complete).

**Physical or Psychological Harm of Others:** Bullying, intimidation, and sexual harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, towards students or adults. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or sexual harassment/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 race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, appearance, ability/performance, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy or other protected group status. 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. Disciplinary actions will be taken for such behavior.

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 will not be tolerated and will be disciplined.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities.

Anyone who believes they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the dean of students, school social worker, or a classroom teacher. People may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Anyone who makes a good faith complaint will not be disciplined for reporting their concerns.

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

**Weapons/Firearm:** Possession, use, control, or transfer of any object that may be used to cause bodily harm, including but not limited to a weapon, as defined by Section 921 of Title 18, United States Code; firearm defined in Section 1:1 of the Firearm Owners Identification Act; use of weapons as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be construed in a manner consistent with the Federal Individuals with Disabilities Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for transfer to an alternative school program in accordance with Article 13A of the School Code.

## Dress and Grooming

The school district has the responsibility to ensure a standard of dress that is not disruptive to the educational process, or the standards relating to health, safety, or decency. Students are not to wear clothing or accessories determined by the administration and staff to be distracting, dangerous, or inappropriate for the classroom. All MGS students need to be covered from their shoulders to their mid-thighs. Any student deemed inappropriate in dress will be given the opportunity to change clothing, return home to get properly attired, or be given clothing to change into.

Some examples considered being inappropriate dress for school and school functions are:

- Clothing that fails to adequately cover the body, exposes undergarments, is torn, see through, sized or altered in a suggestive manner.
- Shirts or dresses with thin straps that expose the shoulder area, the midriff, the back, or are low cut in the front or under the arm, halter tops, racer backs (if undergarments are exposed) or tube tops. Shirts with thin straps should follow the 2-finger rule in grades 3-8, meaning that straps should be as thick as 2 fingers wide on top of the shoulder.
- Low-rise pants that expose the torso.
- Clothing that is very short, tight-fitting, suggestive, or revealing.
- Clothing and jewelry with signs, symbols, or insignias that call attention to or promote the use or indulgence in liquor, drugs, illegal activities, violence, profanity, sexual activity, racial content, or that are detrimental to the education process.
- Sunglasses, hats, or other head covering are not permitted in the school building (unless part of the school-sanctioned activity).
- Accessories such as large chains, pins, or sharp or studded jewelry.
- Bedroom slippers, cleats, taps, and/or shoes with roller inserts will not be worn in the school building.
- Pajamas are not to be worn in the building, whether during the school day or at evening events (unless part of the school-sanctioned activity).
- Shorts, skirts, and dresses must be at least as long as the end of a student's fingertips or credit card length (1 ½ of them) from the top of the knee to the bottom of the garment or no shorter mid-thigh (5-7 ½ inches above the kneecap). \*Exceptions may be considered by the administrator based on height of the students, age, etc.
- Leggings can be worn under shorts, dresses or skirts; however the shorts, dresses, and skirts need to be an appropriate length.
- Coats are not permitted to be worn in class.
- Hair that covers the eyes or facial hair that creates a distraction within the educational environment is not permitted.
- During recess and for safety purposes, K-8 students should wear appropriate footwear for running, kicking, other playground activities, and climbing equipment. Please note: K-5 students usually need to wear athletic shoes due to their active participation outside; shoes must have non-marking rubber soles, closed toe, closed heel, ties, velcro, or elastic fasteners. Non-athletic shoes (flip-flops, sandals, and slip-ons, etc.) can be worn if the student is not playing on any climbing equipment or participating in running games.

**The dean of student's discretion is final in questions about wardrobe and attire.**

### PE Shoes:

When participating in any activity in physical education, athletic type shoes are required to be worn for safety purposes. Unacceptable types of shoes include Toms and Bobs (which are slip-ons), sandals, flip-flops, crocs, dress shoes, slip-ons that do not stay securely on the foot by ties, Velcro, or Sketcher-type elastic bands. Other unacceptable shoes (includes "skateboarding/Heelys"), back-

less shoes, and boots. Students without approved footwear may not participate in PE. Lack of participation could lower the PE grade.

**PE Uniforms:** Jr high students will wear uniforms for PE. PE Uniforms- \$10.00

## Recess Conduct and Safety

K-3 students will have recess in the morning. K-8 students have recess after/before their lunch. All students are required to go outdoors for lunch recess in suitable weather, unless they have written permission from parents or doctor stating they must stay inside due to an illness/injury (**after the 3<sup>rd</sup> day, we would need a doctor note**). Students who are excused from recess due to medical restrictions will report to the office for recess. If a student is exempt from PE due to illness or injury, he or she will automatically be in the office for recess as well. During inclement weather, recesses will be held in the gym/s or classrooms.

### Students will:

- Follow directions given by the supervisors and respect one another.
  - NOT engage in activities that are potentially dangerous or unsafe.
  - Follow the commonly accepted rules of games.
  - NOT engage in rough games/activities (e.g. tackle football, touch football, wrestling, jumping on others, tumbling, and acrobatics).
  - Use the playground equipment safely and properly.
  - Swing sitting down.
  - NOT push other students on the swings or jump off the swings.
  - NOT run in front of, behind, or between swings.
  - NOT climb up the slide or stand on top of slide hood.
  - Sit going down the slide, facing forward, and one at a time.
  - ONLY throw soft playground balls (no snowballs, snow, sticks, rocks, snow, baseballs, softballs, ice, woodchips, etc.).
  - Wear appropriate outdoor clothing during cold months. Please note: Students must wear waterproof snow pants, boots, and mittens to play in the snow.
  - During recess and for safety purposes, K-8 students should wear appropriate footwear for running, kicking, other playground activities and climbing equipment. Please note: K-5 students usually need to wear athletic shoes due to their active participation outside; shoes must have non-marking rubber soles, ties, closed toe, closed heel, velcro, or elastic fasteners. Non-athletic shoes (as flip-flops, sandals, slip-ons, etc.) can be worn if the student is not playing on any climbing equipment or participating in running games.
  - Stay in the designated area determined by the recess monitors.
  - NOT hang upside down, jump, or drop from the top of tall equipment such as monkey bars or spider webs.
  - Footballs will not be allowed during recess.
  - One person at a time must step or climb on such items as stepping pods, climbing rocks, and pod bars, etc.
  - Back or front flips are not allowed on the low bars.
  - NOT lift, push, or pull on others on the spinning pole apparatus. The speed of this apparatus will be monitored by the recess monitor.
  - Put recess equipment away quietly and promptly and form a single file line when the bell rings or when a whistle is blown.
  - Hats will not be permitted during indoor recess.
  - Travel to and from recess in a quiet, single file, and orderly manner.
  - Visitors (adults/small children) should not accompany child to recess.
- Parents should not accompany their child to recess due to our limited playing area and to strengthen

your child's peer relationships.

Please note: A cast will be allowed based on doctor's approval; however, the supervisor of the activity will consider the safety of other students/athletes over doctor's approval. Parents/guardians may sign a recess waiver form to allow a student with a cast or wrapped bandages to go outside for recess. These students will be seated in a designated area based on the directions of the recess monitor. Waiver forms are available in the office or MGS website.

## Search and Seizure

School administrators are authorized to conduct searches of students and their personal effects, and the property of the district (such as lockers), in accordance with Board policy. School authorities (school administrators) may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, cell phones, handheld wireless devices or other items) when reasonable grounds exist for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. Immediately following the search of a student or the property of the school, the school authority conducting the search will complete a written report. The parents/guardians of a student searched will be notified of the search as soon as possible.

## Senate Bill 100 ("SB 100")

Senate Bill 100 has been enacted as Public Act 99-456, which becomes effective September 15, 2016. SB 100 restricts the authority of school districts to suspend and expel students and imposes new requirements in those cases where school removal will still be allowed.

- Suspension:
  - ♣ 1-3 day suspensions require: – A continuing threat determination; and – Reasonable steps to minimize suspension (RTI behavioral interventions, behavioral plan, counseling, and behavioral chart.
  - ♣ 4-day suspensions require: – A continuing threat determination; – Reasonable steps to minimize suspension; and – That interventions have been exhausted.
  - ♣ For 5-10 day suspensions mandate: – All of the requirements for 4-day suspensions; and – The provision of appropriate and available support services.
- Suspensions: All suspensions require: Make-up work; A return-to-school plan; and Appeal Rights - If parents request the suspension be reviewed and the board upholds the suspension, the written decision will include specific statements.
- Expulsion: All of the requirements for 5-10 day suspensions must be met: A continuing threat determination; Reasonable steps to minimize discipline; Interventions exhausted; and The provision of support services.
- Expulsions: Appeal Rights - The school board must give specific reasons why removing the student from the school is in the best interests of the school and provide a rationale for the duration of the expulsion.
  - ♣ Similar requirements apply for alternative school placement.
- School administrators have the authority to suspend students for up to 10 days without board approval.
  - ♣ Parents must be provided notice when a student is suspended: a statement of the reasons for the suspension and the right to a review of the decision.
- Students can be expelled for acts of gross disobedience or misconduct for up to 2 calendar years.

- ♣ Parents must be provided notice when an expulsion is proposed and a hearing.
- ♣ Suspensions and expulsions may include exclusion from all school activities.
- Bus Suspensions and In-School Suspensions
  - ♣ Bus Suspensions – The new requirements do apply to bus suspensions.
  - ♣ In-School Suspension – SB 100 is aimed at reducing the removal of students from school. In-school suspensions are one method to do this

## **COMPUTER AND TECHNOLOGY**

### **Computer Usage, Internet Usage and Violations**

The use of our computer labs and classroom computers, Chromebook, and Ipads is a privilege at MGS. Technology allows our students to learn and share knowledge. Parental authorization is required before students are allowed to use this resource except instruction for school assessment/State testing.

The use of the Internet may be required for some classes; MGS uses a filter system to keep our staff and students safe while online. Signing the authorization to use the computer systems acknowledges that you understand that you are legally responsible for your child's actions. **Please print, sign and return the Handbook Student and Parent Consent Statement document (found on page 53) to give permission for each of your students to use the computers and the Internet appropriately at Metamora Grade School.**

The computers at MGS, whether in the classrooms or in the computer labs, with use of the servers or independent of the servers, are the property of the school. All computer usage is monitored by a safety control, particularly for Internet website usage. At no time is a student allowed to be on the Internet without staff permission and supervision.

Any violation of computer or Internet guidelines deemed inappropriate by the administration may lead to the following actions. When an unacceptable use occurs, the minimum discipline may be a detention. The maximum discipline may be, but is not limited to, payment for hardware damage, payment for time required to repair workstation software or service software, legal fees, loss of computer and Internet privileges, suspension, and expulsion. The computerized benchmark assessments will receive individualized monitoring. Alternate activities may be sought during computer class if privileges are revoked.

The following is a list of unacceptable use. Students may not:

- Bully others or attempt to cause psychological harm to others, students and staff, through use of the Internet, commonly known as "cyber-bullying" while using school equipment or during school time.
- Remove or install software (including downloads of photos, music, or games).
- Deliberately or carelessly damage equipment (including hardware and software).
- Use equipment without authorization (including hardware and software).
- Use a password or ID that does not belong to the user.
- Use personal email, blogs, and personal websites.
- Gain access or "hack" into someone's file.
- Access materials that do not serve an educational purpose or considered inappropriate for school, such as **social networking websites**, material that is profane or obscene, anything that advocates illegal acts or advocates violence or discrimination towards other people (hate literature).

- Post personal information about themselves or other people, including address, telephone, school address, work address, pictures with names, or video bites, clips, etc., causing potential physical or emotional harm to a person.
- Make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- Play Internet games, unless approved because of curricular and educational value.
- Plagiarize works found on the Internet or other resources.
- Vandalize a system, whether through malicious attempt to harm or destroy data, the Internet, system software, any other network or computer hardware, or by creation of will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- Network security is of high priority. If the user can identify a security problem or firewall problem on the internet, the user must notify the technology coordinator or administrator. Do not demonstrate the problems to others. Attempts to log in to the Internet as a system administrator or any other person will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

## **EXTRA-CURRICULAR, SPORTS, AND ACTIVITIES**

### **Athletic and Extra-Curricular Eligibility**

Participation in athletics and extra-curricular activities is a privilege, not a right. Student participation in school-sponsored extracurricular activities is contingent upon following Board Policy and is governed by the Illinois Elementary School Association (IESA) regulations. Athletic opportunities include baseball, golf, softball, boys' and girls' cross-country, boys' and girls' basketball, girls' volleyball, and boys' and girls' track. Other activities include cheerleading, dance, flag squad, speech team, scholastic bowl, band, chorus, chess, student council, and other clubs.

#### **Written Permission**

Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved. This waiver includes insurance information that needs to be on file in the Junior High office.

#### **Physical Examination Required**

Students participating in athletics, cheerleading, or dance must have a current physical examination conducted by a physician within the last 395 days. The physician's examination card must state that the student's health status allows for active athletic participation. The sports physical document must be turned in to the coach before try-outs/practices. A copy from the court house of the student's birth certificate must be on file in the office.

#### **Activity Fee Required**

Any 5<sup>th</sup>-8<sup>th</sup> grade student involved in an extra-curricular activity is assessed an activity fee. The activity fee will be collected through the Junior High Office or sent directly to the coach/sponsor who will turn it in to the office. The activity fee is \$25.00 per activity.

#### **Regular Attendance Required**

Regular attendance at school, team or activity practices and contests is required. A student must be in attendance for at least half of the day (arriving by 11:30 am) on or prior to an extra-curricular event in order to participate. If a student leaves due to illness, he or she may not

participate in the after school activity. The administrator must approve any exceptions to the half-day attendance ruling. The administration reserves the right to consider extenuating circumstances on an individual basis. To participate in a weekend or holiday contest, a student is required to be in attendance on the school day prior to the contest.

### **Passing Grades Required**

A student must be passing in all subjects to participate in interscholastic competition, based on IESA guidelines. A passing grade is higher than 69% or a D. Eligibility is determined weekly based on the cumulative grade for the nine weeks. Teachers complete the eligibility report by Friday of each week (or the last day of student attendance for that week). Participants listed on the Friday ineligibility report will be declared ineligible for the following week- Monday through Sunday. Students, parents, and coaches will be notified of ineligibility status. IESA passing grade eligibility guidelines do not apply to local music/band concerts/contests, student council activities, and local club activities unless specified by the sponsor/coach (see guidelines below). A student academically ineligible may attend and participate in practice sessions only if approved by the coach. The recommendation is that the ineligible student use this time to work on schoolwork. A student academically ineligible may not participate in or dress for the performance or competition. Attendance at the game may only occur with the permission of the coach. The coach has the right to dismiss a student from the team if the student continues to be ineligible repeatedly. Parents will be notified if a student is in jeopardy of losing his/her place on the team.

**Band, Chorus, Art, and Student Council Activities:** A student is considered ineligible for that grading period if they are failing in one or more subjects three weeks of a nine week period. Even if a student is found ineligible, he or she must participate in an activity that is counted or considered towards the overall final grade. (e.g. Band concerts are figured into the final grade for the students, but pep band is not graded. Students must participate in the concert, but cannot be part of the pep band while they are ineligible.

### **Good Conduct Required**

The coach of each activity will prepare a set of expectations for proper sportsmanship, leadership, academic standing, and participation for that activity. Each coaches' written guidelines/expectations will be given to the students for their parents to sign. Each student is to follow the MGS expectations to maintain his/her place on the team. Students involved in extra-curricular activities must conduct themselves during school and at events such as not to reflect discredit to the school and not to create a disruptive influence on discipline, or the school environment. Students must comply with any academic or disciplinary action before attending a practice or activity. A student serving an in-school or out-of-school suspension may not attend or participate in any extra-curricular activity, practice, or competition on the day of the suspension.

### **Loss or Abuse of Equipment and/or Uniforms**

Participants in activities are responsible for uniforms and/or equipment issued. Equipment/uniforms must be maintained and cleaned before returning to the coach. Loss or abuse of school items will result in the participant being assessed the replacement cost of the item. The athletic uniform will be worn only for athletic contests or at the request of the coach.

### **Participation on Designated Grade Level Teams for Extracurricular Athletics**

Whenever the District organizes and sponsors teams for extra-curricular athletic activities for different designated grade levels at the school, a student must participate with the extracurricular athletic team for the grade level at which the student is enrolled with the school for that particular year. For example, a seventh grade student shall only be eligible to participate on the seventh grade basketball team if the District maintains both an eighth grade and seventh grade team. If the District only sponsors one team for the school for a particular extra-curricular athletic activity without designating the team for a particular grade level, this grade level limitation on student participation shall not apply. If a situation arises that not enough students for a designated grade level team try out for that team in order that a

full team can be fielded with an appropriate number of substitute and backup players, the Superintendent may allow lower grade level students to try out for a higher grade level team, provided no grade level appropriate students are dismissed from the team. Any 6<sup>th</sup> grader who plays or practices as an individual on a 7<sup>th</sup> grade team shall not be allowed to play or practice on a 6<sup>th</sup> grade team of the same sport.

Students may be moved up from a team only if the numbers on the current team warrant the move. This can be done primarily for IESA tournament (Regional, Sectional, and State) play. However, the IESA requires that rosters for tournament play be submitted no later than one week before the first game of the tournament begins. This roster is submitted before Regionals begin and cannot be changed after that point.

Please note: An athlete with a cast will be allowed to play based on doctor's approval; however, the supervisor of the activity will consider the safety of other students/athletes over doctor's approval.

**Student Athlete Concussions and Head Injuries** – A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in Illinois. Parents will be notified of possible head injuries by their supervisor/coach.

## **Dances Sponsored by MGS**

Attendance at school-sponsored dances is a privilege. Only MGS jr. high students may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. **Only graduating eighth graders may attend the eighth grade graduation dance.**

The 8<sup>th</sup> grade class trip and 8<sup>th</sup> grade dance are a privilege and not a right. Students in 8<sup>th</sup> grade will need to earn the privilege to attend the field trip and dance. They can do this through their behavior, attendance, and academics.

**Behavior** – If a student has repeated misconduct or behavior issues, in school suspension, or out of school suspension, this could lead to the student not being able to participate in the class trip and/or dance. Depending on the types of behaviors, the reason for the suspension, or the number of days suspended, students may be offered to do community service at the school in order to make up for those behaviors.

**Attendance** – If a student misses more than 4 days of unexcused absences, or more than 10 days of excused/unexcused absences, this could lead to the student not being able to participate in the class trip and/or dance. This will be determined based on the reasons for the absences.

**Academically** – During the fourth nine weeks, students must be meeting graduation requirements (failing no more than two core subjects as a yearly average) at the time of the class trip/dance in order to participate.

**Please Note (an exception):** Even if they are meeting graduation requirements, any student that is on the ineligibility list 3 or more times during the 4<sup>th</sup> 9 weeks will not be able to participate on the trip or



attend the dance. However, even if they have been on the ineligibility list 3 or more times the 4<sup>th</sup> 9 weeks, the student will be able participate on the class trip or attend the dance if the student is not on the ineligibility list or is on the ineligibility list in only one core subject the week of the class trip/dance.

Parents/Guardians will be informed by a written letter if their child is not allowed to participate in the field trip and/or dance with the reasons for the decision. It will need to be signed and returned to the Jr. High office.

## Evening Events and After School Activities

Students must leave the school building at 3:00 or 3:05 dismissal. Students are only allowed to be in the school building after school hours if they have an athletic practice, are attending an academic activity, are seeking help from a teacher, or are serving a detention. If a student is in the building, he or she will need to be with a staff member or the appropriate sponsor. For example, if a student's basketball practice does not begin until 4:00 PM and the coach is not in the gymnasium to supervise students, **the student must not be at school.**

Student attendance during the school day is more important to their academic success than student attendance at after school events. Students who are not at school during the regular attendance hours for class, or who were serving a suspension will not be allowed to attend after school events that day.

Attendance at after school events is a privilege. All daily school rules apply to students attending after school events, both during home events and during events held at other schools. If a student is representing Metamora Grade School, we expect that the student will exhibit desirable conduct. Students might be denied this privilege for poor behavior, poor attendance, or poor academic effort. The administration has final determination in deciding which students may or may not attend activities. Supervisors of activities have the right to remove any student or adult who demonstrates inappropriate behavior.

## Extra-Curricular Opportunities

Any student interested in becoming part of an athletic team needs to have a current physical on file in the Jr. High office. If a physical "expires" during the season, the student is required to have a new physical completed before it expires. If a student does not follow that requirement, he or she will not be allowed to participate in practices or games until the requirement is met.

**Baseball**—is open to all 6<sup>th</sup>-8<sup>th</sup> grade boys. The season begins the first week of August with tryouts. Practices begin after that, in the early morning to avoid the heat until school begins. Games begin before the start of the school year in August and are played late afternoon. The season ends during the first week of October.

**Basketball**—has two different seasons, one for the girls and one for the boys. Our girls' basketball season begins with tryouts during the first week of September. We have two teams, a 6<sup>th</sup>/7<sup>th</sup> grade girls' team, and an 8<sup>th</sup> grade team. We co-op with St. Mary's of Metamora. Games begin in October and the season ends in December.

We have three boys' basketball teams. The 7<sup>th</sup> grade boys' and the 8<sup>th</sup> grade boys' teams begin their season with tryouts in October. They have a season tip-off tournament beginning in November. Their season ends in February.

Our 6th grade boys' team runs a shortened season of games. It is the introduction to the fundamentals of basketball. Practices generally begin in December and their game season runs in January and February, ending their season with a round-robin tournament. Sixth grade games can be the traditional 4 quarters, or just 2 quarters. Coaches make that decision before each game. However, the goal is to allow each of the boys playing time.

**Cheerleading**— is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. Tryouts are held in the spring of the previous school year for the next cheerleading squad. Ladies are scored on various cheerleading skills, including jumps, cheers, sportsmanship, voice, and tumbling (although this is not a requirement). Girls then attend a cheer/stunting camp in the summer and hold practices throughout the summer. The girls cheer at both the girls' and boys' basketball games. They attend away games for the boys' season only.

**Chess Club**—is open to all 6<sup>th</sup>-8<sup>th</sup> graders. Sign-ups are done in the winter of the school year, with participation in the IESA State Chess competition.

**Cross Country**—is open to all incoming 5<sup>th</sup>-8<sup>th</sup> graders, including boys and girls. It is a coed team. We co-op with St. Mary's in Metamora. The team's schedule begins at the end of July with a parent meeting and practices every day, early in the morning to avoid the heat, until school begins. The course distance for all meets is approximately 2 miles. Meets begin mid-August before school starts and run through mid-October.

**Dance Team**—is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. Tryouts are held around the same time as cheerleading tryouts. Ladies are scored on dancing skills and sportsmanship. Practices generally begin in September and run through the end of the boys' basketball season. The ladies perform at all home boys' basketball games, and generally one girls' basketball game. They do not attend away games.

**Golf**—6<sup>th</sup>-8<sup>th</sup> grade activity. A \$40 activity fee is paid by the participants. The participants will compete in a State golf match.

**First Lego League**—5-8<sup>th</sup> grade activity. An activity fee is required. This league introduces younger students to real-world engineering challenges by building Lego-based robots to complete tasks. The Lego activities apply technology, math concepts, science concepts, team-building, and critical thinking.

**School Newspaper**—6<sup>th</sup>-8<sup>th</sup> grade activity. There is an activity fee. Students will meet before or after school to plan, write, and publish a monthly student newspaper.

**Scholastic Bowl**—begins their season in January. They begin with tryouts to determine the team and begin practices twice a week. Meets are scheduled from February through April. Scholastic Bowl is open to all 6<sup>th</sup>-8<sup>th</sup> grade boys and girls. It is a co-ed team.

**Softball**—is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. The season begins during the last week of July, with tryouts. Practices begin after that, early in the morning to avoid the heat, until school begins. Games begin in mid-August, before the school year starts and are played late afternoon. The season ends at the end of September.

**Speech**—is open to all 5<sup>th</sup>-8<sup>th</sup> graders. Speech begins in September and generally runs through November's contest. Students may work alone, in duos, or triples, to recreate skits using their voices, and improvisation as areas of competition. Students perform at the State meet in November.

**Student Council**—any 6<sup>th</sup>-8<sup>th</sup> grade student can apply. Interested students are selected through an application process completed by teachers. Student Council begins having meetings at the beginning of the school year. Meetings are held before school. Students participate in leadership opportunities and activities. Some members are selected to go to the Student Council Convention in April.

**Volleyball**—tryouts and practice begin in December. We have three separate teams, a 6th grade girls' team, a 7th grade girls' team, and an 8th grade girls' team. Games begin in January and end in March. Our 6th grade team is an introduction to the game of volleyball, teaching the fundamentals of the game. 6th grade matches are played after 7th and 8th grade games and run 10 minute matches. Our 7th and 8th grade teams play their matches after school.

**Yearbook Committee**—is open to any interested 6th-8th grade student with a love for school events and taking pictures. Informal meeting times are announced throughout the year, with help needed at various events.

## **MEDICAL, HEALTH, AND WELL-BEING**

### **Chronic Communicable and Infectious Diseases Policy**

#### **Chronic Communicable Diseases**

The decision regarding whether or not a student with a chronic communicable disease will be allowed to attend school will be made by administration. The Illinois Department of Public Health will be contacted for advice/consultation. Metamora Grade School will work with local, regional, and/or state health officials, the family physician, the student, the teacher, and the parents in order to determine the most appropriate educational program for the student. Students who are suspected of having a communicable or infectious disease will be handled according to the Board of Education Policy 7.280.

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 you student has a life-threatening allergy or serious chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 plan will be developed and implemented to provide the needed supports so that your student can access his or her education effectively as students without disabilities. Not all students with life-threatening allergies or life-threatening chronic illnesses may be eligible under Section 504. Our school district may be able to appropriately meet a student's needs through other means.

#### **Head Lice**

A student with lice and/or nits will be temporarily excluded from school until treated and free of lice and/or nits. To return to school, a parent/guardian must accompany the child to the office to be checked by the office personnel. If determined free of nits and/or lice, the student may resume riding the bus and resume school attendance. A more detailed list of school recommendations will be sent home with each child who has an infestation. Classroom peers will be checked for lice and a note to MGS classmates' families will be distributed when a case of lice is found.

### **Health Information/Medicine Distribution**

At Metamora Grade School, we protect the health and well-being of all of our students, particularly those with special health needs. This includes assisting teachers, students, and administrators to adapt to a student's health needs. Please keep the school informed and educated on the needs of your child.

MGS asks that you share confidential information regarding your student's health. This information will be used to plan for your student's health needs. This information will be shared only with those members of the professional staff who have direct responsibility for the student during school hours or after school events.

### **Administering Medicine at School**

Administering medication during school hours or during school-related activities is allowed only for the health and well-being of the student. Only office personnel can administer medication. Teachers and other non-administrative school employees, except office personnel, are generally not allowed to administer medication to students. Parent(s) may authorize their child to self-administer a medication according to MGS procedures. Please follow this procedure.

- No prescription or non-prescription medication can be dispensed under supervision at school without a signed statement from parent and doctor. The doctor must sign an order to have non-prescription medicine dispensed as needed during the year. A doctor's order, doctor's signature, and parent signature are required using the Administering Medicine at School Form for specific and/or non-prescription medicine. This form will remain on file for the duration of a student's attendance at MGS.
- Essential oils will be administered under office guidance at the K-3 level. An essential usage form must be completed and returned to school.
- All medication must be taken to the school office at the beginning of the school day to be locked in a secured cabinet. A student may not carry medication at any time. Exceptions will be allowed only with the approval of the principal. Exceptions are according to Illinois State Code (105 ILCS) and administration of medication guidelines, a student is permitted to self-administer asthma medication or use epinephrine injector when the pupil is at risk of anaphylaxis, in accordance with the MGS medication guidelines.

A student may possess medication prescribed for self-administration under current Illinois state legal guidelines (such as an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion), provided the student's parent/guardian has completed and signed a **"SCHOOL MEDICATION AUTHORIZATION FORM"** (This form will supply instructions and medications as directed by a physician, provide properly labeled medications with a physician's prescription, and maintain current emergency contact information in the school office). The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto injector and/or medication, or the storage of any medication by school personnel. If a student rides a bus another form must be completed **"BUS: EPI-PEN/LIFE THREATENING ALLERGY INDIVIDUAL HEALTH PLAN/ EMERGENCY CARE PLAN"**

### **School District Supply of Epinephrine Auto-injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. State law or the Illinois Emergency Epinephrine Act allows the District to authorize the school nurse or designated school personnel to administer an epinephrine auto-injector to any student that the school nurse or designated school personnel in good faith professionally believes is having an anaphylactic reaction. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol form a physician licenses to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors.

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protection from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students should rely on the District for availability of an epinephrine auto-injector. This policy does not guarantee that availability of an epinephrine auto-injector; students and their parents should consult their own physician regarding this medication.

The Building Principal shall include this policy in the Student-Parent Handbook. LEGAL REF.: 105 ILCS 5/10-20.14b and 5/22-30

### Specific Epi Pen Guidelines:

Awareness: Secretaries, teachers, and bus drivers need to be contacted via an email that a child has an epi-pen.

1. Secretary (according to grade level) contacts the teacher/s and bus transportation director. However, if the homeroom teacher hears of the epi-pen before the office staff, the teachers need to speak to the grade level secretary. Again, after the teacher/s and secretary are aware of the student having an epi-pen they email bus transportation director. The bus transportation director will notify the bus driver.
2. Case by case basis: Due to the age level, maturity level and the severity of the medical problem the procedure may vary. The contacting of each individual working with the student must occur so we can ensure the student's safety and we have their medial or emergency care plan in place. (Secretaries, teachers, and bus transportation director, etc. must be contacted).
3. **Young students:** The parent may want the epi-pen with the bus driver. The secretary would contact the bus transportation director about this and the secretary would tell the parent to contact bus transportation director.
4. Some students carry the epi-pen with them while riding the bus. The secretary would let the bus transportation director know the name of the rider so the bus driver would know the name of the student that carries a pen (a safety measure in case the student needs his epi-pen)
5. Parent Forms to be completed: Form A and/or Form B.
  - Form A: **School Medication Authorization Form (Self-Administration of Asthma/Epi Pen Medication Form.** Epi pen form must be completed by parent and information must be shared with the needed staff members.
  - Form B. Form completed by parent if they ride a bus: Bus: Life Threatening Allergy Individual Health Plan/Emergency Care Plan (\*Forms found on website)

- A parent must provide a dated written note which verifies that the student can use and carry or give to their teacher cough drops brought from home.
- All prescription medication must be sent to school in the original bottle, properly labeled with the student's name, name of the medication, correct dosage, schedule of administration, date, and the doctor's name. Any change in medication dosage or administration must have written authorization from the prescribing physician and the physician's signature.
- Designated personnel will oversee the student administering medication and document such activity on the medication log.
- No medication will be given at school if the above guidelines are not met. The school may deny the request to administer medication according to, but not limited to the following criteria: student's age, maturity level (educationally and emotionally), type of medication, and side effects of medication.
- Nothing in this policy prohibits any school employee from providing emergency assistance to students, including administering medication.

**If your child has a chronic illness or disease such as asthma, diabetes, seizures or severe allergies, please contact the school office to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school.**

### **Injuries/Illness at School:**

Serious illness or injury occurring at school must be reported immediately to the classroom teacher, office, or other school personnel. The office personnel will record the office visit, complete accident reports, and determine appropriate response. Parents must send a written request for a child to stay indoors due to illness.

**PE Class—Injured Students:**

Students who need to be excused from participation in physical education must have written permission from a parent/guardian and/or doctor. A note from your parent/guardian will excuse a student up to 2 days. If a student is excused for 3 or more days, a doctor's note will be required and the student may not resume physical activity until the date given by the doctor's release. When any student is excused for longer than a week from physical activity, they will be allowed to work on school work in the office if they desire. Any student excused from PE will also be excused from all recesses.

**Immunizations and Health Requirements****Immunizations**

The Illinois School Code requires all students to be immunized against chicken pox, measles, rubella, polio, mumps, and DPT before entering kindergarten. All students entering preschool, kindergarten, sixth grade, seventh grade, and eighth grade must have started the three-series injections for the Hepatitis B vaccine, and must complete that series. Children under 5 years of age entering preschool must show proof of receiving one dose of the Hepatitis B vaccine and complete the course of shots, following immunization protocol.

**New Immunization Requirements for Illinois**

Since the beginning of Fall **2015-2016** school year, Illinois law requires that ALL students entering school at **ALL grade levels (K-12)** show proof of having received the following vaccines:

- 2 (full) MMR (measles, mumps and rubella) vaccines
- 2 Varicella (chicken pox) vaccines or documentation of the disease by a physician
- 1 Tdap (tetanus, diphtheria and pertussis) vaccine (within the last 10 years)

Since the beginning of the **2015-2016** school year students entering **6<sup>th</sup> grade (only)** will be required to show proof of having received the following vaccines:

- 2 Meningococcal vaccines

Students must provide proof of the above vaccines to the District by 10/15/15. Failure to do so will result in the student's exclusion from school.

**New Immunization Requirement for Illinois: Section 690.520, The Illinois Control of Communicable Disease Code, Section 690.520,**

The Illinois Control of Communicable Disease Code, Section 690.520, spells out the requirement for unvaccinated students to be isolated during the period of potential transmission – "A notice shall be sent home with each student who has not presented proof of immunity (against measles), explaining **that the student is to be excluded, effective the following morning, until acceptable proof of immunity is received by the school or until 21 days after the onset of the last reported measles case (in the school).**"

(<http://ilga.gov/commission/jcar/admincode/077/077006900D05200R.html>)

Acceptable proof of immunity shall consist of:

- A written record from the student's physician or a health professional that indicates dates of vaccination and type of vaccine administered; or

- A statement from a physician indicating the date when the student had measles; or
- A laboratory report indicating that the student has a protective measles antibody titer as measured by a test with demonstrable reliability.

The Centers for Disease Control and Prevention (CDC) recommends that students who are being taken for a measles vaccine or booster also receive the current vaccine against influenza. Both diseases are spread by the same route and affect the respiratory system.

### **Physical Examinations:**

Physical examinations are required of all pupils prior to entering kindergarten, sixth grade and ninth grade, and immediately upon entrance into any public school, irrespective of grade, if the pupil has not previously been examined prior to or upon entrance into another school. A copy of the physical examination and immunizations as law requires must be placed on file in the school office. For questions regarding examinations or immunizations, contact your physician or the Woodford County Department of Public Health at 467-3064.

Objections to this ruling must be made in writing to the school by the parents or legal guardian of the child, or by the child's physician.

Students must fulfill these medical requirements by October 15, or they will be excluded from school until these requirements are met.

Students in grades 5-8 participating in any organized athletic activity through the school are required to have a physical on file before the first day of tryouts for that event. This is an IESA rule that Metamora Grade School is required to enforce for the health and safety of each student.

### **Dental Examinations**

Dental examinations will be required for all students entering K, 2nd, and 6th grades. Each of these students must present proof of having been examined by a dentist before the initial entrance into these grades.

### **Vision and Hearing Screening Tests**

Vision and hearing screening tests are administered each year according to Illinois State Public Health mandates. Vision screening is mandated each year for the following student groups: preschool, second, eighth, special education, new students, and all teacher referrals. Vision screening is not a substitute for complete eye and vision evaluation by an eye doctor. The screenings are held at school, beginning in October, and continue through the school year as necessary. Your child is not required to participate in this vision screening if a current optometrist or ophthalmologist report is on file at the school. Screening results will be shared with parents/guardians if a student does not pass the screening.

A hearing screening is mandated for all students in preschool, kindergarten, first grade, second grade, third grade, and all students in special education classes or teacher referrals. Notice of testing dates will be available at the school office. Screening results will be shared with parents/guardians if your child failed the screening test/s.

### **Vision Examination Requirements**

Public Act 95-671, requires that all children enrolling in kindergarten in a public school shall have an eye examination. (A) Each such child is to present proof of having had an eye exam by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school will hold the child's report card. (B) This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

**Guidelines for Not Attending School:**

If your child is not feeling their best, please use the following guidelines to determine whether or not they should be in school. If you think that your child might have a fever, please check before sending them to school. Your child should not return to school until they has been fever free for at least 24 hours without medications.

**MGS Health Guidelines**

<b>Symptom/Illness</b>	<b>Child should not be at school or in contact with other children:</b>	<b>If child feels well enough, he/she may attend school:</b>
Cough	Frequent or uncontrollable and accompanied by fever	Infrequent or if has been antibiotics for at least 24 hours and no fever
Fever	If temperature is above 100, accompanied by cough, headache, etc.	If temperature is below 100 for 24 hours without taking a fever reducing medication and there are no other symptoms
Diarrhea or vomiting	One episode of vomiting, fever, or diarrhea	It has been 24 hours since vomiting or having diarrhea. Single incidence of diarrhea or vomiting with no other symptoms. Must be 24 hours after the last episode of vomiting.
Strep Throat or Scarlet Fever	Sore throat, headache, nausea, fever.  The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours
"Pink Eye" Conjunctivitis	Eye is red with complaint of burning or itching. Crusty, white or yellow drainage is occurring.	Has been on antibiotics for 24 hours or symptoms have improved/or note from doctor stating no longer contagious
Rash/skin infection	Any child with rash or signs of skin infection not having been evaluated by doctor	Rash free, written release from doctor, or after 24 hours on antibiotic for skin infection
Flu	Fever of 100 and above with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting or diarrhea	Fever free (less than 100) for 24 hours without having been given fever reducing medication or release from physician if diagnosed with any type of flu

**Care of 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 created by the physician and then this 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 and 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.

Please contact the building principal for further information.

## **Wellness Program**

**Belief Statement:** The Board of Education of Metamora Community Consolidated School District #1 is committed to providing a learning environment that supports and promotes wellness, nutrition, and an active lifestyle and recognizes the positive relationship between nutrition and physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

**Intent:** The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness attempts to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

## **PARENT/ADMINISTRATIVE POLICIES AND NOTIFICATIONS**

### **Fees—Book, Library, Activity**

Textbooks are issued to each student during the first week of school. Workbooks and other consumable materials are also included in that distribution. Books should be kept in neat and clean condition. MGS suggests that books be covered with book covers to keep general wear to a minimum. Parents may be asked to replace materials if lost and/damaged.

Books must be at school for daily work. Lost or damaged books must be paid for with payment based on the judgment of school personnel. Students must pay for broken or damaged science lab or computer lab equipment after their use.

The Board of Education determines the book rental fee for textbooks every year. This fee needs to be paid in full before school starts. If your family is having difficulty paying that fee, please speak directly to the principal or superintendent and a plan will be arranged. Registration fees must be paid before the first scheduled game/activity.

Metamora Grade School's library is open to all students as well. Students have a scheduled library time and are allowed to check out books at the discretion of the librarian. Books need to be returned on their due dates. If a student fails to return a book on the scheduled due date, the student may be assessed \$0.05 a day, per book that is not returned on time. Once the lost book is returned library privileges will be reinstated. If the book is lost or damaged, the student's parent will be charged full cost or the original cost to replace this book that is not returned to the library.

The following outlines the basic fees:

**Book Rental Fee (Student registration): \$130.00 per student (K-8)**

Damaged textbook fee: \$10.00 per damaged book

New textbook fee: \$10.00-\$100.00, depending on the cost of a new book.

Library Fine: \$0.05 per day overdue, per book or the cost of the new book.

Activity Fee: \$25.00 per activity.

As with any assessed fee, if there is difficulty on the part of a family to pay, there is program assistance available or a fee waiver. Please contact your principal for further information. Students will not be denied educational services or academic credit. A fee waiver does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for federal free meal programs.

## Field Trips

Field trips are an integral part of the school curriculum and contribute to the district's educational goals. For school events, the sponsor of the activity will supervise school field trips and after-school functions. Students who have repeated or severe behavior concerns (eg, suspensions, repeated major misbehaviors, and others) may lose field trip privileges as a consequence. If any student exhibits severe misconduct before a field trip, parents will be notified of loss of field trip privileges.

Nintendo DS machines, PSP machines and any other games that have wireless internet capabilities are not allowed at MGS. These wireless communications devices will not be allowed during field trips and athletic events, as well as during the regular school day. The use of a cell phone will not be permitted on a field trip, unless supervising teacher grants special permission. If no permission has been granted and students are caught using the cell phone for any reason, the cell phone will be confiscated.

Energy drinks (such as Red Bull, Monster, Rockstar, & Venom, etc.) are not allowed on field trips, during the school day, or at school functions.

During field trips (except for the eighth grade field trip) students will not be allowed to take money.

Grade Level Field Trips: Students are to ride the school bus to and from the grade level field trips. The students must remain with their class. They may not leave the field trip with a parent chaperone.

Chorus, band and art field trip guidelines may vary based on the supervisor. Students are to ride the school bus to and from the activity especially during school hours.

Chaperones are not to purchase souvenir items or concessions for students. Based on the needs of the class, the teacher determines the number and selects the individuals who will chaperone field trips. Only those asked to chaperone may accompany the class on the trip. Chaperones may not bring other children on the trip. Any chaperone who does not follow the guidelines set forth by the teacher may forfeit the chance to chaperone in the future.

Parents/guardians must sign the school's Handbook Acknowledgement and Consent Form to give permission for their child to attend field trips. In addition, individual consent forms are sent for each field trip for K-5 students.

**8th grade Class Trip:**

The 8th grade class trip is a privilege and not a right. (See pages 32 & 33 of this handbook).

**General Information**

1. Gifts for students must not be brought or delivered to school. (For example, balloons or bouquets)
2. Students are not permitted to sell any items at school unless it is a school approved and sponsored project.
3. Gum is ONLY chewed on school property as instructed by their teacher (eg. during PARCC testing).
4. Birthday invitations may not be given out at school unless all students in the classroom are invited.
5. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks may 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.
6. Animals on school property are prohibited.
7. Any parent needing to drop off items for their student, needs to bring the things to the main office. Nothing can be brought directly to the classroom.
8. Students need teacher or office permission to use the office telephone. A student will not be excused from class to receive or make any phone calls unless it is an emergency.
9. Playing/trading cards are not allowed at school.
10. NUISANCE ITEMS: Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. MGS is not responsible for nuisance items that are lost, stolen, or damaged. A parent must pick up a nuisance item by the last day of school or it will be discarded. Nuisance items may include radios, MP3 Players, Walkman, Game Boys, trading cards, playing cards, CD players, posters, toys, etc. Students will not be allowed to bring skateboards to school. Students are not allowed to have CD players or MP3 players on buses. Consequences for possession of nuisance items will apply.

**Grievance and Complaint Procedures****Grievance Procedures:**

Students, parents, guardians, employees, or community members should notify District Complaint Manager (Superintendent) if they believe that the School Board, its employees or agents have violated the rights guaranteed by the State or Federal constitution, State or Federal statute or Board policy including: 1. Title II of the Americans with Disabilities Act; 2. Title IX of the Education Amendments; 3 Section 504 of the Rehabilitation Act of 1973; 4. Claims of sexual harassment under the Illinois Human Rights Act; and 5. Title VII of the Civil Rights Act of 1964., etc. See Policy 2:26 in the Metamora School District #1 Policy Handbook.

**Complaint Procedures:**

When a student or a parent disagrees with an issue involving the student, either academic or behavioral, the "Chain of Command" procedure needs to be followed.

The "Chain of Command," is a step by step process bringing together the primary individuals for discussion purposes. Each level is in place in order to assist in the process of conflict resolution. Parents are asked to respect this "Chain of Command" model regarding problem resolution. The formal chain of communication should be the teacher first, or the person directly responsible for the disagreement. If there is no resolution at that level, the parent should then move up the chain of command: dean of students and/or principal, then superintendent, and finally, the Board of Education. The School Board is interested in receiving valid complaints and suggestions. All parties involved will have input at each level of the chain.

Public complaints or suggestions shall be referred to the appropriate level staff member. Each complaint or suggestion shall be considered on its merits. An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board. Anonymous letters or calls shall be given no credibility, will not be circulated to members of the Board or staff, and will be disposed of by the recipient.

### **Holiday Room Parties (K-4)**

Parents who wish to be holiday party volunteers should sign up with the PTO at the beginning of the school year. A room party coordinator will organize the events and schedule supervision and supply requests. Holiday parties are for the classroom students; therefore, we will limit participation to the two adults who have been assigned to help. Those donating food, drinks or supplies are not to attend the party. Party volunteers may not bring other children to the party. Holiday parties are held on the scheduled dates of the holiday or last school day prior to a holiday (as Christmas). Approved parties are Halloween, Christmas, and Valentine's Day. Other grades may have special holiday activities.

### **Homeroom Assignments**

Students in grades K-8 are placed in classes to create heterogeneous groups with a balance of abilities, sexes, and special needs.

### **Lockers**

Each student in grades 5-8 and some younger grade students are issued a locker for his/her books and personal belongings. These lockers will change annually. Lockers are to be used by only the person that is assigned to that locker. The combination should be kept private for the safety of the individual's belongings.

Students are not to place stickers or other permanent marks on lockers. Students shall keep the lockers clean and well-maintained. School related materials may be placed on lockers with administrator's approval. Birthday decorations are not allowed on lockers.

Lockers are school property, district owned; therefore they may be examined at any time by authorized personnel.

### **Lost and Found**

Any articles found without a known owner should be turned into the office immediately or placed into the lost and found in the multipurpose room. Any articles not claimed will be donated to a charity periodically. Birthday decorations are not allowed on lockers.

The official "Lost and Found" for clothing, coats, shoes, book bags, and lunch boxes is in the All-Purpose Room. Anything that is brought to the office will be taken to the All-Purpose Room and left in the "Lost

and Found". The only items that will be kept in the office are cell phones, glasses, keys, audio equipment, jewelry or money.

## **Meal Program**

### **Breakfast Program**

A breakfast program is available for students from 7:55 AM until 8:15 AM. Students are not required to sign up for the program and may eat breakfast whenever they choose to do so. Any student who does not follow the rules of the breakfast program and cafeteria may be denied future breakfast privileges.

Students will not be allowed to enter the cafeteria before 7:55 AM and must go directly to the gym/AP room if finished before 8:15 AM. Students must go directly to the cafeteria to eat after 7:55 AM and must finish eating and arrive at class before 8:20 AM or they will be considered tardy.

### **Breakfast Fees:**

**milk- \$0.50 or juice-\$0.30                      student breakfast- \$2.10      adult breakfast- \$2.35**

### **Lunch Program**

Students must stay at school for lunch. No students are allowed to leave the building during their lunch period. Students may not go home to lunch with other students. Students may bring a sack lunch or purchase a hot lunch.

Money to pay for one or more meals, milk, or juice must be deposited in the student's lunch account in advance. Deposits are made by check or cash and should be given to the homeroom teacher at the beginning of the day. It will be sent to the office for deposit into the student's account. If a student forgets his/her lunch or lunch money, the cafeteria will allow the student to charge up to \$7.50. After \$7.50 of unpaid charges, the student will be served peanut butter and jelly sandwiches. Notices of overdue account balances can be viewed via Skyward Family Access and Skyward automatically sends out an email or weekly phone call when balances are low or reach \$4.50 and below, and negative balances. Money from the lunch account may not be withdrawn to pay for other fees.

**Soda is prohibited at lunchtime.** Students who bring a soda in their lunch will be given a milk or juice instead and the soda will be returned at the end of the day.

### **Lunch fees:**

**milk-\$0.50    student lunch-\$2.85    adult lunch- \$3.35**

Students' lunch period is thirty minutes, with fifteen minutes at the table before being dismissed. Students may remain longer if they are not finished eating. Students will be encouraged but not forced to eat. If time permits after eating, students will be dismissed to go to recess. At all times, students should conduct themselves properly, observing good health habits and good manners. All school behavioral expectations apply.

**Due to the Wellness Policy, ONLY a sack lunch or hot lunch should be eaten at school during the lunch period. We recommend that adults not bring in restaurant food. Visitors will be asked to eat in a separate area with the student they are eating with.**

## **MGS Parent Organizations**

### **Board of Education**

The Board of Education is the legal authority of the School District. The Board meets at school monthly on the third Thursday at 7 PM. Meetings are open to the public. Staff members, parents, and community members need to submit questions or communications to the School Board through the Superintendent prior to the meeting. Board members' questions or communication to staff or about programs will be channeled through the superintendent's office. If contacted individually, Board members will refer the person to the appropriate staff, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

### **PTO-MGS**

The purpose of the Parent Teacher Organization is to encourage the participation of parents in school activities and to develop fellowship among parents, students, and faculty. The organization gives parents the opportunity to directly strengthen their child's education by supporting special events, fund-raising, and giving of their time and talents. The group includes a board of officers and committee members. Meetings are scheduled during the school year (second week of the month) and notification of these dates will be placed in the newsletter, web site, etc. All parents, teachers, community members, and interested people may attend the meetings. Parent volunteers are needed for many activities. All MGS families are encouraged to participate in the PTO activities.

### **Sports Booster Club**

The Redbird Booster Club is an organization of parents, students, teachers, and community members who wish to promote and encourage athletic achievement at MGS. The goals of the Redbird Booster Club are to raise money, boost spirit, and promote participation. Members may serve on special committees that are developed throughout the year. The Redbird Booster Club will meet two times each year. Meetings are open to the public.

The money raised in the Booster Club goes directly back into the athletic program. Coaches are able to submit a wish list each year and the Booster Club board members meet to make determinations on those wish list items. Things that have been purchased in the past are uniforms (on a rotation schedule), equipment, outdoor storage, and spirit wear.

### **MGS Foundation for Educational Excellence**

The Foundation for Educational Excellence Organization's goals are to provide the necessary financial support for educational activities not currently provided by the school system and to produce a long-term endowment fund. Additional goals are to promote and develop additional experiences for our students and promote business, school, and community partnerships. Meetings have been set this year for 7 PM on dates announced in various media forms.

### **Music Booster Club**

The Music Booster Club is an organization of parents, students, teachers, and community members who wish to promote and encourage musical (band/chorus) achievement at MGS. The goals of the Music Booster Club are to raise money, boost spirit, and promote participation. The money raised in the Music Booster Club goes directly back into the music program. Members may serve on special committees that are developed throughout the year. Meetings are open to the public.

## **Parent Notifications**

**1. Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) requires that Metamora Grade School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Metamora Grade School may disclose appropriately designated "directory information" without written

consent, unless you have advised the District to the contrary in accordance with district procedures. MGS-PTO prints a student directory with name of student, parent name/s, address, and phone number. Please refer to the Handbook Acknowledgement and Consent form. If you do not want Metamora Grade School to disclose directory information you must notify the District in writing by September 15.

## **2. Protection of Pupil Rights Amendment (PPRA)**

The PPRA gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

- Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories: political affiliations; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of student's family members; privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; or income other than required by law to determine program eligibility. A survey that concerns any of these points is called a "protected information survey."
- Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them: activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others; any protected information survey, regardless of funding; and any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them: protected information surveys of students (including any instructional materials used in connection with the survey); documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.
- Receive notification of district policy. The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through U.S. Mail, email, Parent-Student Handbook, or Parent Newsletter, of this policy at least annually at the start of each school year and after any substantive changes are made.
- Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

## **3. Sex Offenders**

Public Act 94-004: Sex Offender Registration. This legislation requires that principal and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

State law prohibits a convicted sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- A. To attend a conference at the school with school personnel to discuss the progress of their child.

- B. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- C. To attend a conference to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason—including the three reasons above, he/she is responsible for notifying the principal's office of his/her status upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

#### **4. Nondiscrimination Procedure/Title IX:**

Metamora Grade School #1 shall treat all persons equally in compliance with Federal and State law, without regard to race, color, religion, national origin, sex, age, ancestry, marital status, economic status or disabilities unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with community at large. See Policy 1:15 in the Metamora School District #1 Policy Handbook.

#### **5. Sexual Harassment:**

The MGS Board of Education states that each student has the right to be free from sexual harassment and the harm resulting from such anti-social acts or conduct while the student is attending school or engages in school activities. Furthermore, the school Board will neither condone nor tolerate sexual harassment of any student of the District. See Policy 7:20 in Metamora School District #1 Policy Handbook.

**6. Asbestos Contain Building Material Management Plan:** This is to notify you that Metamora Grade School #1 has submitted its Management Plan prepared pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for our school building.

**7. Integrated Pest Management Plan:** This is to notify you that our district has incorporated Integrated Pest Management (IMP) procedures for control of structural and landscape pests.

#### **8. Pesticide Applications/Procedure:**

See Policy 4:160-AP: Any parent who would like to be notified if pesticides are applied at the school should send a note or call the school requesting that they be placed on the notification registry. The Principal shall notify the students and their parents/guardians on the notification registry and employees in this building at least 2 business days before a pesticide application in or on school buildings or grounds, when and where it will be applied, and by what company when school is in session. The notification must be written and may be included in newsletters, bulletins, calendar or other correspondence currently being published, etc.

**9. Free and Reduced Lunch Procedures:** Children from families whose gross income is at or below the Federally established levels set each year may be eligible for either free or reduced price meals for breakfast and lunch. To apply at any time during the year for free or reduced price meals for your children, complete an application form available at the office. (Confidentiality will be respected.) Meals for free or a reduced price are available for qualifying students. For an application, contact the building principal/secretaries.



**10. No Child Left Behind Act:**

A federal law called No Child Left Behind Act requires us to let you know that you may ask for information about the professional qualifications of any teacher who is instructing your child. You may request to know the following:

- Whether or not your child's teacher has met state certification requirements;
- Whether or not your child's teacher is teaching under emergency or provisional status;
- The bachelor's degree major of your child's teacher, or any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and their qualifications.

**11. Homeless Act:**

According to The McKinney-Vento Homeless Assistance Act and Board policy, our school complies with the educational rights of homeless children and youth such as fee waivers, funding, etc. Any homeless child shall be immediately admitted at Metamora Grade School, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

**12. Automated External Defibrillators:**

Automated External Defibrillators are located outside of each gymnasium facility used for athletic events at Metamora Grade School. The law requires that there be a trained AED user at each school sponsored event. These AED's are maintained in the building and tested periodically.

**13. Instruction in Abduction Avoidance**

Metamora Grade School is required by the School Code to teach students in the elementary grades methods by which they can avoid abduction and sexual abuse. Parents must be notified, in writing, before any instruction concerning sexual content least five school days before instruction begins. No student will be required to participate in this instruction if a parent or guardian requests it. Parents may elect to have their child receive alternative instruction during this time.

**14. Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

**15. Care of 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 created by the physician and then this 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 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.

Please contact the building principal for further information

### **16. Equal Opportunity/Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact in writing:

Mr. Martin Payne, Superintendent  
Metamora CCSD #1  
815 E. Chatham  
Metamora, IL 61548

### **17. Students with Disabilities**

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 the parent or child.

### **18. National School Lunch Program/PRESS**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

A. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- A. An illness in the family;
- B. Unusual expenses such as fire, flood, storm damage, etc.;
- C. Seasonal employment;
- D. Emergency situations; or
- E. When one or more of the parents/guardians are involved in a work stoppage.

School officials will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the bookkeeper.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled for once a school year, after the first nine weeks. Parents are encouraged to attend these conferences. Sign-ups for conferences are available at Back to School Night in August for grades K-5. Parents of students in grades 6-8 will be contacted in late September for sign-ups. Parents will receive notification from the Junior High of their specific conference date and time.

In certain instances, parents may be contacted to discuss the student's progress. Teachers may want to arrange a meeting with parents, the student, and administrators so that a plan of action for the success of the student can be considered.

Parents are also welcome to call the teachers at any time to arrange a meeting if they believe it to be necessary. There is no need to wait for conferences to do that. However, please follow the chain of command; starting with the teacher, the dean of students/principal, the superintendent, and finally the Board of Education discuss questions, concerns, and suggestions.

## **Records**

Student records at Metamora CCSD #1 will be administered by a policy of the Board of Education in accordance with the Statutes of the State of Illinois. Parents and students may have access to the permanent records of themselves or their student only.

If you desire to review the temporary or permanent records of your child, please contact the administration for an appointment. We will show them to you.

## **Student Interview by Agency or Police**

In the event of an interview by the Illinois Department of Children and Family Services (DCFS), the principal will follow legal and School Board recommendations. The principal will check the agent's credentials and any papers pertaining to a legal process. Interviews will be conducted in a private setting with the principal or other adult witness. The DCFS agent may remove the student from school if case circumstances warrant (see complete Board policy).

In the event of interviews by law enforcement officers, the principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served. The principal will attempt to contact the parent(s), if possible. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the district not notify parents until the student's safety is ensured. That request should be put in writing. Otherwise, the parent(s) will be given opportunity to be present and represented by legal counsel at their own expense. Interviews of minor students without the permission of the parent is not permitted unless a legal process is presented or in emergency situations. Interviews will be conducted in a private setting within the building and with one adult witness. Interview proceedings will be documented in writing for inclusion in the student's temporary records. No minor student will be removed without the consent of the parent(s) except upon service of a valid warrant of arrest or in case of temporary protective custody without a warrant.

## **Supportive Academic Services**

### **Students with Disabilities**

MGS and Woodford County Special Education Association (WCSEA) collaborate to provide a free and appropriate public education in the least restrictive environment for all resident students with disabilities who have been declared eligible for, and in need of, special education programs and/or services. The term "students with disabilities" means students between ages 3 and the

day before their 22nd birthday for whom it is determined that special education services are needed.

Parents may request a referral to assess the student's academic progress. Based on the referral and assessment and response to interventions, a team of parent(s), teachers, administrators, special education association representatives, and person qualified to interpret evaluation results meet to determine eligibility, determine specific needs, and develop an individual educational plan (IEP), if warranted. Upon determination of eligibility, the IEP team designs an individual education plan that includes specific instruction, adaptations, and services. The IEP may also include a Behavior Intervention Plan. Services offered include early childhood education, speech/language therapy, counseling, occupational therapy, physical therapy, and/or special education instruction. All students, whenever possible, are included in the regular education classroom for a portion or all of the day. Not all special education children can be accommodated within the regular education setting; however, each student's educational setting will be structured to best meet his/her individual needs. Brochures are available that explain the rights of students who are eligible for special education services.

### **Response to Intervention:**

RtI (Response to Intervention) is best described as a "process" which provides 1. high-quality instruction/intervention matched to student needs, and 2. monitors the learning rates through constant assessment of students so we can make important educational decisions especially in the core subject areas. This process involves using differentiated instructional strategies for all learners, providing appropriate and effective interventions, measuring student performance and modifying instructional practices based on student needs. This targeted instruction may be provided at recess, during specialty classes, before or after school.

Teachers may require a student to miss all or a portion of recess(es) or special activity(s) to complete homework, work on class assignment, receive additional instruction, or as a consequence for a behavior.

**School Psychological Services:** The School Psychologist serves the entire school community. He or she is the liaison between WCSEA and the school. The psychologist provides individual student assessments when necessary. The psychologist is available to make recommendations for families in need of community resources, too.

## **Visitors**

Visitors are allowed to travel to classrooms only for a pre-arranged instructional activity or meeting. After being buzzed in, they enter the building, the person needs to stop in at the Main Office. Those who have an appointment will sign in and obtain a "Visitor's Badge." Children not enrolled will not be allowed to visit classes without consent from the administration. Any time a parent wishes to meet with a teacher, you will need to contact the teacher in advance to arrange a meeting.

## **Weather Conditions**

Parents will be notified through the media and through our Skyward emergency call system in the event that school is dismissed early because of snow or excessive heat or emergency situations. Parents should make clear, definite plans with the child whether someone will be home or of an alternate place to go. When in doubt about school cancellation, please check one of the following stations: 1470 WMBD AM, WXCL 104.9 FM, 91.5 WCIC FM, 97.3 River Country FM, WMBD TV, WEEK TV, WHOI TV. In addition, the MGS emergency call system will alert you of cancellations and other emergency situations. *Students are allowed in the building between 7:45 am - 8:00 am and during recesses only when the temperature is less than 10 degrees, the wind chill is less than zero, or it is raining or lightning outside.*

Please detach or print this portion, sign it (both student and parent) and return it to school **by September 15, 2016** to indicate you have read and understand this handbook, to give consent for your student to be photographed, to give consent for field trips and wish to have your name, address, and phone number in the school directory. You may cross out any section for which you deny consent.

### 2016-2017 Student and Parent Consent Statement

**Student Handbook:** The student handbook is an important part of the educational experience. This handbook contains information about Metamora Grade School and its policies. Parents and students are to read (or have read to them) the handbook. If you have any questions or concerns, please contact the school for clarification. As a student, I will abide by the rules and regulations for classroom, district, extra-curricular, and bus behavior. As a parent, I agree to follow through to help my child meet behavioral/academic actions.

**Athlete Concussion policy** – A signature by both the parent and student indicate that both parties have read through and understand the concussion policy for our student athletes.

**Photographing/Video Taping:** Students may be photographed or videotaped at school or on the bus. Photographs may be used in the yearbook, newspaper, media, or displayed in the building. Other than through the school newsletter, pictures will not be shown on the Internet without specific permission from the parents. MGS uses video cameras in our school buses and in various places around the school campus to help ensure the health and safety of our students and staff. Videotapes may be used to help the school district maintain discipline, order, and safety for everyone. As a parent, I agree to allow my child to be videotaped or his/her picture taken as a part of the school procedures.

**Field Trip Consent:** Field trips are an integral part of the school experience. An agenda of the events will be distributed before the event, in the case that parents wish to exclude their child from participation. I grant permission for my child to participate in field trips sponsored by Metamora Grade School. I further authorize supervising Metamora Grade School personnel to act as an agent for my child and to use his/her judgment and discretion in obtaining medical care, as he/she deems necessary for the welfare of my child while on the field trip.

**Cellular Communications and Electronic Devices:** A student and parent signature indicates that both parties understand the expectations and consequences for usage of these devices.

**Internet Usage:** A student and parent signature indicates that students and parents understand the expectations and consequences for usage of school computers and the Internet.

**Release of Basic Student Registration-Medical Information:** If my child is a regular bus rider or if my child rides a bus for field trips, it is sometimes necessary to have basic information such as address, parent/guardian information, phone numbers, and emergency numbers so parents/guardians can be contacted if medical attention is needed. It may also be necessary to share confidential health information with the school staff that has responsibility for the student when in school or participating in school activities. The information shared with the staff will be what is minimally necessary to ensure the health and well-being of the student. I give my permission for release of confidential health information as may be deemed necessary for my child.

**Medical Care:** The administrator or designated representative of my child's school is authorized to secure medical care and automobile or ambulance transport to the nearest hospital facility when I cannot be immediately reached at the time of the emergency. I will be responsible for the emergency medical charges upon receipt of the statement.

**Student Directory:** Students' names, addresses, and phone numbers (listed only) will be included in the student directory unless the parent specifically states that they do not wish the student information to be included. Please contact the office for requests not to be in the directory before September 15<sup>th</sup>.

**A parent and student are to sign the cooperation statement below. For each child in your family, print this page and return the form to the student's homeroom teacher.**

#### Please Print

Parent/Guardian Name \_\_\_\_\_

Student Name \_\_\_\_\_

Grade\_\_\_\_\_ Homeroom\_\_\_\_\_

#### Please Sign

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

Student Signature\_\_\_\_\_ Date\_\_\_\_\_