

# Shirland Community Consolidated School

Mr. Don Maxwell, Principal/Superintendent

**District 134**

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8020 North Street - Shirland, IL 61079

Telephone (815) 629-2000 - Fax (815) 629-2100

## Purpose Statement of Shirland Community Consolidated School District 134

*Shirland School provides students with  
the foundation for a lifetime of learning.*

### Core Values:

*Respect  
Responsibility  
Empowerment  
Pride*

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Dear Parents/Guardians,

This Handbook has been prepared by Shirland Community Consolidated School District 134 as a ready source of information for students and their parents. The Handbook has been coordinated with School District policies to provide a more consistent interpretation of operating procedures. Each student who enrolls during a school term is furnished a copy of the school's discipline rules, transportation/bus rules as well as other procedures and practices as duplicated in this Handbook. **Parents/guardians are required to sign a form to indicate they have received and read a copy of the school procedures and shared these rules with their child/children. The form will be distributed the first week of school and should be returned by September 18, 2009.**

It is hoped that this Handbook will result in improved understanding between home and school and will, therefore, help your school do a better job in teaching and working with each individual student.

A careful study of the information presented in this Handbook will help you answer many of the routine questions you may have regarding Shirland School District and its programs. Please feel free to seek additional assistance from the school office staff, the teachers or the Principal/Superintendent by calling 815-629-2000.

Sincerely,

The Board of Education:  
Bill Diemel, President  
Scott Twigg, Vice President  
Toni Brown, Secretary

Curt Dahl  
Dana David  
Bridget Fraser  
Ken Kinney

and

The staff of Shirland School

(815) 629-2000 \* Fax: (815) 629-2100 \* [www.shirland134.com](http://www.shirland134.com)

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## STATEMENT OF ASSURANCE

DATE: August 1, 2007  
TO: Parents and Staff  
RE: Annual Asbestos Management Plan Notice  
FROM: Don Maxwell, Superintendent

This is to inform you of the status of Shirland Community Consolidated School District 134 asbestos management plan(s). It has been determined by the Illinois department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials.

As required, our building was initially inspected for asbestos on March 13, 2007. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan and final report dated March 13, 2007, is available for public review in the main office. Should you wish to review the plans, please call to make an appointment between 8:00am to 3:30pm.

Any concerns relative to asbestos containing materials should be directed to Shirland School, 8020 North Street, Shirland, IL 61079, or phone (815) 629-2000.

Sincerely,

Don Maxwell  
Superintendent

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## Teachers' Qualifications

Dear Parents:

As a parent or guardian of a student receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist him or her. Federal law gives you the right to receive the following information about each of your child's classroom teachers and his or her paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, his or her qualifications.

If you would like to receive any of this information, please contact the school office.

Sincerely,  
Don Maxwell  
Superintendent

**STAFF LIST (8/18/09)**

Principal/Superintendent	Don Maxwell
Secretary	Wilma Faerber
Bookkeeper	Catherine Sweeney
Nurse	Toni Bortoli
Kindergarten	Amy Garris
First Grade	Carole Pankratz
Second Grade	Martha Marion
Third Grade	Heather Dobnick
Fourth Grade	Jackie Mohr
Fifth Grade	Andrea Gutierrez
Jr. High Language Arts	Kelly Beard
Jr. High Math	Brooke Lake
Jr. High Science	Sue Smith
Jr. High Social Studies	Mark Snyder
Computers	Brooke Lake
Title I	Shelly Burns
Media Center	Kathy Rothering
Music	Chris Metras
P.E.	Sue Reese
Resource Room	Betsy Dhom
Custodian	John Walsh
Night Custodian	Dan Robotka
Head Cook	Jackie Putman
Asst. Cook	Sandy Menke
Aide	Lanette Childers
Aide	Sue Duhigg
Bus Driver	Darleen Rowe
Bus Driver	Dana Schmidt

## **ANIMALS AT SCHOOL**

Animals are not to be brought to school by students or parents unless prior permission has been obtained by the classroom teacher or administration. Any animals brought with permission are to be properly and safely secured, restrained, or caged. Animals must be removed from the school immediately after the activity or occasion.

## **ATTENDANCE**

**Parents must notify the school when their child/children will be absent. Please call the school before 9:00 a.m. Parents who have not notified the school concerning absenteeism will receive a call from the school office.**

All students are required to bring a written excuse from home on the day they return to classes after an absence. Students arriving after classes begin should report to the office **with a parent to sign them in.**

If parents plan to have their child leave school during the school day, a note must be brought from home. This note should be brought to the office for approval when the student arrives at school, and then taken to the teacher. Students leaving early for doctor appointments, trips, etc. **need to have a parent sign them out in the office.**

Any notes regarding a student going somewhere after school or riding a bus different from the regular bus must come to the school office before 12:00 noon on the date of the change. Parents need to make phone calls regarding any changes prior to 12:00 noon.

A student arriving more than forty-one minutes late or leaving more than forty-one minutes early will be recorded as being absent for one-half of a day. Students who are absent from school for one-half day or more may not attend or participate in any after school or extra-curricular activity on the day he/she is absent from school.

## **BACKPACKS**

Backpacks must be stowed in student lockers upon entrance to the school. No backpacks will be allowed in classrooms. If the backpack is one designed to be towed on wheels and won't fit in the student's locker, it may be placed in an out-of-the-way corner in the hallway or other appropriate location.

## **BAND**

**Concert Band:** The Concert Band is open to students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades who have at least one year of band experience. The concert band meets during regular school hours, and grades are issued every nine weeks on each student's report card. Rehearsals are held during school hours and are mandatory. Performances and practices are a requirement and are scheduled at various times throughout the year. Band members are required to attend every performance. Failure to attend these performances will affect the student's band grade. Concert

band members must purchase a white Shirland/logo polo shirt for performances and pay a participation fee.

**Beginner Band:** Beginner Band is open to students in 5<sup>th</sup> and 6<sup>th</sup> grades who have not had any previous experience. There is a “band night” for parents to discuss instruments to play, prices, and any other questions that they may have about band. At this meeting there is an opportunity for students and parents to rent or purchase an instrument. A music store representative is at the meeting with a display of instruments and to familiarize parents and students with the different instruments. This is not a sales or rental promotion and parents are not required to deal with this music representative. The representative is attending the meeting as a convenience to the school.

Beginner Band rehearsals are held during school hours and are mandatory. Grades for band are issued every nine weeks to evaluate the progress of each student. Each beginner band student must purchase a white Shirland/logo polo shirt for performances and pay a participation fee. If parent and student are interested in the beginning program, they should set up an appointment with the Music Director for the following day. During the appointment the parent, student and Director will discuss assembly and care of the instrument, practice schedules, and any questions that may arise. Beginner Band rehearsals are held during school hours and are mandatory.

**Band Lessons:** Band lessons will be held during the school day and will be offered to all students in the beginner or concert band. A sectional rehearsal schedule will be handed out to all band students. These are required for all students in beginner band. Concert band sectionals will be scheduled throughout the school day. It is each student’s responsibility to be at his/her sectional lesson on the proper day, on time, with instrument and with music. Individual lessons for concert band students are not mandatory but are strongly recommended. If the above policies and procedures are not followed, the student will receive a “U” for the rehearsal. Two U’s will lower the nine week lesson grade by one grade.

## **BASKETBALL/VOLLEYBALL GAMES**

All students attending basketball games are expected to be in the gym, seated and watching the game. Students are permitted in the lobby during the half-times and between games only. No one is to leave the gym while a game is in progress, nor is anyone to walk in front of the bleachers or across the playing floor during the game. **No food or open beverages (except water) are permitted in the gym.**

Any child under fifth grade must be supervised by a parent/guardian. Students are not permitted to leave the building.

No students are allowed on the stage unless they are performing or working as a timer, scorekeeper, or team statistician.

No students are allowed to stand or sit in the corners of the gym or in the doorway during games. Only Shirland School cheerleaders are allowed to

congregate in the northeast corner of the gym. Students should be seated in the bleachers.

## **BICYCLES ON SCHOOL GROUNDS**

Bicycles should be locked and parked in the racks in an upright position. Students are asked not to handle bikes that do not belong to them. Students riding bicycles to school should arrive and leave at their regularly scheduled time. Bikes are not to be ridden in front of the school and around cars before or after school. Students who ride their bikes to school are encouraged to wear protective helmets.

The School District does not assume liability for bicycles damaged or stolen while on school property.

Bicycles, skateboards, roller skates/blades, scooters, or other similar wheeled devices may not be ridden or used on school grounds.

## **BUS RULES**

Students can be denied bus transportation if they do not behave appropriately while riding on the bus or at the bus stop. Students can only be transported within the boundaries of the School District. Please remind your child/children of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are enforced.

Once a student boards the bus, and only at that time, does he/she become the responsibility of the School District. The student becomes the responsibility of the parent/guardian when he/she is delivered to the regular bus stop.

Students are expected to:

1. Be courteous to fellow students and to the bus driver.
2. Cooperate with the bus driver at all times.
3. Help look after the safety and comfort of smaller children.
4. Board and get off the bus at their designated stops.
5. Never wait for the bus in the street.
6. Never get into the bus or off the bus while it is in motion. They must remain seated until the bus has stopped. Entering and leaving bus will be done in an orderly manner.
7. Take their seats immediately and remain in those seats throughout the ride. If a seat is assigned, sit only in that seat.
8. Be quiet when the bus approaches a railroad crossing.
9. Never transport animals on the bus.
10. Seek permission from the bus driver before windows or doors are opened or closed.
11. Never consume food, gum or beverages on the bus.
12. All other rules of conduct for behavior at school apply while pupils are riding the bus.

13. The bus driver is in complete command of the bus at all times and has the right to enforce all bus regulations. He or she may also issue any other instructions which he or she deems necessary for the safe and efficient operation of the bus. Pupils failing to observe the above rules and regulations will be reported to the Principal who will determine whether the student will be permitted to continue to ride the bus.

**The bus is considered school property, and vandalism will not be tolerated.**

## **CELL PHONES**

It is permissible for students to possess cellular radio telecommunication devices on school property and during school-sponsored events, with the following limitations:

- If possessed while on school premises, all devices must be registered with the office, and cell phone number must be provided.
- If possessed while on school premises, all devices must be turned off during school hours, i.e., the time between the first bell of the morning and the last bell of the afternoon.
- If possessed while on school premises, all devices must be stored out of sight during school hours. This may include being stored within a purse, backpack, book bag, or student's locker.
- All devices must be turned off and out of sight during all school-sponsored events. An exception may be made during which cell phone use may be permitted or limited to being on with ringers off or other such limitation, i.e., spectators at athletic events, participants in extra-curricular activities when on route to the activity, etc.
- A student seeking an exception to these procedures must obtain **written** consent from the Principal prior to acting outside of these procedures. Such an exception shall only be granted in the case of an emergency, as described above.

## **CHAIN OF AUTHORITY**

If a parent has a concern with a **teacher**, he or she should first address the concern with the appropriate teacher. If the concern can't be remedied to the parent's satisfaction, then discuss the concern with the **principal/superintendent**. The last option is to address the **Board of Education**.

## **CHANGE OF ADDRESS, TELEPHONE, OR NAME**

**Parents/guardians are required to notify the school immediately of any change** in address, home telephone, work telephone, emergency numbers, a change in the emergency number of a contact person, changes in guardianship,

etc., or any information **that might be pertinent to school records or to assist in contacting the parent/guardian in case of an emergency.**

## **CHEERLEADING**

Cheerleading is open to students in grades 6 through 8.

**Selection Process:** Each squad will be elected early in the spring of each school year to serve the following year. Candidates will attend two or three workshops and will try out in front of a panel of judges. The tryouts are closed to the public. Judging will be by means of total points based on agility, pep, loudness and creativity. The cheerleading squad consists of a total of 13 students: Any student of any grade is able to make either A or B Team based on score. Twelve cheerleaders are chosen and one alternate.

**Judges:** The panel of judges will be made up of people chosen by the sponsor. There will be no fewer than three judges, and no relatives of students trying out will be on the panel.

**Fundraising:** Subject to board approval, two fundraisers are done per year.

**Academic Standing/Physical:** See section on student eligibility.

**Current physical exam is required by first practice.**

## **CHORUS**

The Shirland Chorus is open to students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. The Chorus rehearses on a regular basis during school hours. Practices and performances are a requirement and are scheduled throughout the school year. Each choir student must purchase a white Shirland/logo polo shirt for performances and pay a participation fee.

## **CHRONIC COMMUNICABLE DISEASES**

Any student who has a chronic communicable disease may attend school in his/her current classroom setting whenever, through reasonable accommodations, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in another setting. If a student is required to be placed in a non-school setting, an appropriate educational program will be developed and provided to the student.

### ***Reporting Procedures***

Any report that a student of the District has a chronic communicable disease will be made or forwarded in confidence to the Principal/Superintendent.

### ***Review Procedures***

Decisions regarding the type of educational setting for infected students are based on behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are

best made using the team approach which may include the student's physician, public health personnel, the student's parents or legal guardians, and school personnel. In each case, risks and benefits are weighed.

If the Principal/Superintendent has reasonable grounds to believe that a student in the District has a chronic communicable disease, the Principal/Superintendent will immediately follow Board Policy.

**All communicable diseases including strep throat, measles, pertussis, rubella, chicken pox, scarlet fever, diphtheria, infectious hepatitis, and conjunctivitis (pink eye) must be reported to the school nurse/school office. *These communicable diseases must be diagnosed by a physician and the child must have a signed physician's release before he/she may be readmitted to school.***

## **COMPLIANCE WITH FEDERAL AND STATE LAWS**

In addition to complying with the "School Code of Illinois", Shirland School District 134 is currently operating in compliance with the following federal and state legislation.

Title IX of the Educational Amendments Act Section 86-8b pertains to equal opportunities for both boys and girls in all phases of the school program.

Public Law 94-142 pertains to special education programs for students ages three through twenty-one years. The rights of students and parents are stated in this document. The law also states the responsibilities of both the State of Illinois and local School District.

## **COMPUTER AND INTERNET POLICY**

In addition to a computer laboratory, each classroom has computers which are an integral part of regular classroom instruction. Computer equipment and software cannot be taken home by students and students are not to bring software from home.

Online access is approved on a per student basis and **only after an agreement is signed by the student and parents/guardians and returned to school**. Any student violating the School District policies regarding inappropriate use of the computer and/or online access will be disciplined and may be denied computer access for the remainder of the year.

### ***General Use of District Computers***

1. Use of the District's electronic mail communication, network and access to and use of the Internet on District computers is a privilege, not a right. Students who abuse the privilege by engaging in the conduct prohibited in these procedures will lose the privilege and will be denied access to the network, Internet and/or the District's electronic mail communication.

2. Use of District computers by students will be supervised and monitored by District staff. Students are only allowed access to information and data on the Internet which is consistent with the school's educational mission. Students will

not attempt to bypass the filtering system which is on the school district's computers.

3. As a condition of being allowed access to the Internet and the School District's electronic mail communication through use of District computers or District means of access, students will consent to monitoring and inspection by school staff.

4. Students will not modify, install, upload or download software without school authorization.

5. Students will not use the District's computer network or District means of access to the Internet for any illegal activities.

6. Students will not load onto the network or Internet their own student work without prior approval from the Principal/Superintendent or his/her designee.

7. Because it is impractical for the District to monitor the District's computer network for improper or illegal activity at all times, students and their parents will be solely responsible for any improper or illegal activity and/or transaction resulting from the student's use of the District's computer network. The District does not condone, authorize or approve of use of the District's computer network for any activity which is not related to the school curriculum, delivery of services or co-curricular activities sponsored by the District.

8. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, the Shirland School computer system, including hardware and software, or any of the other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses. The student exercising his/her right to use the Internet as an educational resource will also accept the responsibility for all material received under his/her user account. Only those students with prior instruction or experience will be authorized to use the Internet.

9. Students will accept the responsibility of keeping copyrighted software of any kind from entering the school via the Internet.

10. Students will accept the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.

In special situations, newsgroups may be needed as part of a school lesson. It is the student's responsibility to make all subscriptions to newsgroups and/or LISTSERVs known to the Teacher and/or Technology Director. Approval is required by the Teacher and/or Technology Director prior to requesting a newsgroup and/or LISTSERV from the network.

## **CRISIS MANAGEMENT PLAN**

The State Board of Education recommends that every district have a *Crisis Management Plan* on file. This plan details what school personnel are to do in case

of an emergency. Included in this plan are evacuation procedures for fire, gas leaks, bomb threats, armed intruders, and other life threatening events. If a parent is interested in further details, a copy is available for review in the School Office.

## **DISCIPLINE**

### Discipline Philosophy

In this we believe .....

Everyone is entitled to a safe, secure, orderly environment in which to learn and work.

Student growth is dependent upon positive and successful school experiences.

Discipline is a shared responsibility: students and adults are both responsible for an orderly, safe, equitable learning environment.

Actions are what we have chosen to do: actions are a product of choices.

Positive, proactive resolutions defuse conflict.

High standards and courteous, respectful behavior, on the part of all, foster a climate of achievement.

This Discipline Policy is designed to clarify school policies governing the rights and responsibilities of students, parents, teachers, bus drivers and other school personnel in the

Shirland Community Consolidated School, District 134.

Students, staff, parents and others need to know about these policies and procedures and are encouraged to study and discuss the contents of this code. Understanding rights and responsibilities is one way to better insure that they are respected, provide fairness and are met.

### Student Rights

- To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf.
- To pursue a successful education without disruption.
- To discuss educational concerns with teachers and other school staff.
- To be informed of student responsibilities, rights and discipline policies.
- To receive fair and equitable treatment without discrimination in every aspect of the educational system.
- To be treated respectfully and as an individual.
- To expect cultural respect and understanding.
- To expect learning to be relevant to life.
- To equitably participate in courses and co-curricular activities that promote individual skills and talents.
- To be academically challenged.
- To be transported in a safe manner.

## Student Responsibilities

- To be an active listener.
- To act in a courteous and responsible manner in all school-related activities.
- To be a willing participant in the learning process.
- To follow the requests of all school personnel.
- To resolve problems and issues while providing dignity for all.
- To become productive citizens.
- To recognize when personal actions are interfering with the rights, personal space, feelings and property of others.
- To be culturally sensitive and respect cultural diversity.
- To develop a sense of responsibility for personal choices.
- To succeed in school by working to the best of one's ability.
- To attend school regularly, arrive on time, and bring supplies.
- To follow discipline guidelines adopted by the District, as well as one's school and class.
- To ask for help when in need of assistance.

## Staff Rights

- To be supported by other staff and parents/guardians.
- To work in a positive atmosphere for learning and teaching.
- To work in an atmosphere free from verbal or physical threats and abuse.
- To be present at student/parent conferences.
- To be involved in the decision-making process for the school district.
- To expect cultural respect and understanding.
- To be provided with resources necessary to carry out teaching responsibilities.
- To work in partnership with others.
- To participate with parents, community, and staff in school decisions.
- To have a safe working environment (includes school bus).

## Staff Responsibilities

- To academically challenge students.
- To provide learning for students in an equitable manner.
- To establish and maintain an environment where all may learn.
- To recognize and work with students who have various learning styles.
- To respect the rights, dignity, and confidentiality of students, parents/guardians, and other staff.
- To inform and consult parents/guardians in assessing the needs and progress of students.
- To be pro-active toward resolving issues.
- To empower students to be personally responsible.

- To be culturally sensitive and respect cultural diversity.
- To act in a courteous and responsible manner in all school-related activities.
- To be fair, equitable, and consistent in all interactions.
- To be responsive to student needs.
- To be informed of the Discipline Code and appeal process.
- To implement approved and accepted teaching and assessment practices.
- To initiate parent contact/support at the first occurrence of academic or behavior changes.
- To develop, with administrative review, a Classroom Management Plan.
- To develop, communicate and enforce clear behavioral and learning expectations.

### Parental Rights

- To view records and visit school in accordance with Board of Education policy.
- To be informed and receive explanations of academic progress and behavior.
- To be consulted as soon as possible when decisions are made that affect one's child.
- To request and be granted conferences with school personnel including the school psychologist, social worker, or other support staff.
- To express feelings without intimidating or being intimidated.
- To expect school to be a safe place of learning.
- To expect cultural respect and understanding.
- To be treated respectfully.
- To be informed of the Discipline Code and appeal process.
- To expect children to be academically challenged and to learn.
- To abide by the Legal Compulsory Attendance Laws.

### Parental Responsibilities

- To communicate to his/her child an expectation to achieve in every class.
- To provide a regular place to do homework.
- To expose children to learning activities.
- To praise children for effort, improvement, and achievement.
- To act in a courteous and responsible manner in all school-related activities.
- To act as partners with school staff for improving student learning and behavior.
- To assist children in learning how to make choices and deal with the consequences.
- To provide the school with accurate and timely home and emergency phone numbers.
- To be culturally sensitive and to instill this in children.
- To be an active listener and learner.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the state Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

### **Discipline of Special Education Students**

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in

accordance with the IDEA. The length of time a student with a disability is placed in an alternative education setting must be the same amount of time that a student without a disability would be subject to discipline.

## **GLOSSARY**

**AGE-APPROPRIATE** — Able to be understood or appreciated by someone at a certain age, in a language they can understand.

**ALTERNATIVE EDUCATIONAL PLACEMENT** — An educational and rehabilitative program to provide an alternative for students facing repeated out-of-school suspensions or expulsion.

**ARSON/ATTEMPTED ARSON** — By means of fire, cause harm to property or any person or participate in or enable the burning of property of any person. Level 3

**BATTERY** — Use of excessive force causing bodily harm to another person. Level 3

**BEHAVIORAL CONTRACT** — Formal or informal agreement between a student, teacher, and parent stating behavioral expectations and positive and negative consequences. Usually in written form.

**BOMB THREAT** — Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property. Level 3

**BULLYING/THREATS AND INTIMIDATION** — An expression of word or deed to threaten or inflict physical or emotional pain on another or to prevent them from acting in accordance with personal choice or school policies. Level 2

**BURGLARY** — Unauthorized entry into a building that involves a theft. Level 3

**CHEATING/PLAGIARISM**-- A piece of writing that has been copied from someone else and is presented as being your own work 2: the act of plagiarizing; taking someone's words or ideas as if they were your own; bringing information to a testing situation without permission; utilizing various means to obtain information without authority. Level 2

**CLASSROOM BEHAVIORAL MANAGEMENT PLAN** — A plan developed by teachers that outlines classroom rights and responsibilities. The plan should be submitted to the building administration.

**COMPUTER VANDALISM** — Deliberate destruction or harm to district computer software, stored data or hardware. Examples include, installation of a computer “virus”, unauthorized modification of software, changing district stored information or Web sites, deliberate damage of hardware. Level 2

**COMPUTER VIOLATIONS** — Unauthorized installation, copying or modification of computer programs or stored information. Opening unauthorized web sites. “Hacking”. Level 2

**CONFERENCE** — A meeting involving the student, parent, counselor, transportation personnel, support personnel and/or administration.

**CONFERENCE WITH ADMINISTRATION, PRO-ACTIVE** — A conference held between the student and one or more school officials. Teachers and bus drivers may request this intervention after earlier Level 1 interventions have not proven successful.

**CONTACT WITH PARENT/GUARDIAN** — Contact of the parent/guardian through a meeting, telephone call, or letter to support student performance.

**CORPORAL PUNISHMENT** — Inflicting bodily harm upon an individual for disciplinary purposes. Corporal punishment is expressly prohibited at Shirland School. However, reasonable force to prevent bodily harm to one’s self or others is not prohibited.

**DAMAGE TO PROPERTY** — Causing damage to or defacing school, classroom, property of teachers, staff or other school personnel. This includes “computer hacking” which is defined as damage to or unauthorized use of hardware and/or software. Level 2

**DEROGATORY REMARK** — Use of religious, disability, sexual, ethnic, or racial slurs, pictures, objects, gestures, etc. Level 1

**DETENTION** — Keeping a student after regular school hours for a reasonable time or detaining a student during school hours, such as lunch time.

First 3 detentions will be after school. Next 3 detentions will be in-school for a day. Next 3 detentions will be out of school for a day. After 9 detentions, suspension may be the option.

**DISCRIMINATORY CONDUCT** — Using words, pictures, objects, gestures, or other actions demeaning to any religious, disabled, ethnic, or racial individual or group. Level 2

**DISOBEDIENCE** — Refusal or failure to comply with a direction or instruction of a staff member. Level 1

**DISTRACTION** — Actions that divert the concentration or attention of others. Level 1

**DRUGS/ALCOHOL**— Selling, giving, possessing, having under one's control, or using any controlled substance or alcoholic beverage; possession or control means on one's person or in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs. Level 3

**DRUG, LOOK-ALIKE** — Distribution of any substance represented to be a drug or alcohol. Level 3

**DRUG, OTHER** — Use of inhalants, designer drugs, improper use of medication and other substances used to produce intoxication or altered consciousness. Such infractions carry mandatory referral for chemical dependency assessment. Level 3

**ELECTRONIC DEVICES** — Use or possession of any electronic or communication device such as pagers, boom boxes or cellular phones. The use of electronic devices such as walkman radios or hand held games is at the discretion of school site administration. Laser pointers are not permitted at school. Level 1

**EXPLOSIVES** — Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive. Level 3

**EXPULSION** — The permanent exclusion of a student from school attendance and school activities for a period of time as determined by the Board of Education. The Board may expel a student up to two calendar years. A student found to have brought a weapon (firearm) to school shall be expelled for not less than one calendar year.

**EXTORTION** — Forcing another to act against his/her will; taking property from a person by force or threat of force. Level 3

**FAILURE TO ATTEND DISCIPLINE PROGRAM** — Refusing to or failing to attend programs such as ISS, Detention, Counseling or other alternatives to suspension. Such action will result in the application of further consequences as determined by the Principal. Level 2

**FALSE IDENTIFICATION/FORGERY** — Using another person's name or identification as one's own. Level 1

**FIGHTING** — The exchange of mutual, physical contact, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. Level 2

**FIRE ALARMS** — Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers on school property/school bus. Level 3

**FIREWORKS/INCENDIARY OBJECTS** — Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, and similar materials. Level 2

**GAMBLING** — Playing any game of skill or chance for money or anything of value. Level 2. Do not bring yu-gi-oh cards or similar cards to school.

**GANGS, RELATED BEHAVIOR** — Participation in any activity that serves to advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, signs, or other indicia of a gang. Level 2

**GROUP VIOLENCE** — More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional persons entering into an initial fight not to restrain or separate but to actively participate in the physical aggression. Level 3

**HARASSMENT/HAZING** — To annoy, impede or otherwise negatively interfere with another person's life. Examples include derogatory slurs based on race, gender, disability, ancestry or other group or individual characteristics. Also included is the wearing or possession of items depicting or implying hatred of or prejudice towards identified groups. Level 2

**HARMFUL OBJECTS/MATERIALS** — Possession of any device, object, or substance that can be reasonably considered sufficient to cause serious harm. Level 2

**HAZING** — Disturbing consistently, by pestering or tormenting any individual or group. Level 2

**IN-SCHOOL SUSPENSION** — To remove a student from his/her regular class schedule for a designated time; student is supervised in a specific room within the building.

**INAPPROPRIATE PHYSICAL CONTACT/DISPLAY OF AFFECTION** — Inappropriate public display of physical contact of a sexual nature with another. Includes behavior such as kissing, fondling, long embracing, etc. Disrupting school at any time including classroom time, recess, transportation, fieldtrips, etc. or causing embarrassment or physical or emotional harm to another through horseplay, play fighting, or inappropriate touching. Level 1

**INATTENTION** — Not engaged in the lesson. Level 1

**INDECENT GESTURE** — Making gestures which convey a grossly offensive, obscene or sexually suggestive message. Level 2

**INTERFERENCE WITH SCHOOL PERSONNEL** — Preventing or attempting to prevent school/transportation personnel from engaging in their responsibilities through threats, violence, harassment, or physical action. Level 3

**LATE TO BUS STOP** — Deliberately delaying the bus or chronic tardiness to scheduled bus stop.

**LEAVING WITHOUT PERMISSION** — Failure to attend assigned class without permission or excuse; leaving the building, classroom, or assigned area without obtaining prior approval of the teachers and/or administrator. Level 1

**LITTERING** — Throwing or scattering debris in improper locations. Level 1

**LOITERING**—Prolonged presence on school property without valid reason, assignment, permission, or supervision.

**OBSCENITY/PROFANITY** — Language, conduct or behavior offensive to accepted standards of decency and modesty. Such behavior directed to an individual is Abusive Behavior. Level 1

**OFFENSIVE MATERIALS** — Displaying or distributing materials that are patently offensive sexually, racially, or religiously. Material promoting harmful effects. e.g. drug lab instructions, weapons or bomb building instructions or distribution of other instructions for illegal or harmful activities. Level 2

**OUT OF SCHOOL SUSPENSION** — A student may not attend school or school-sponsored activities for a period of up to ten school days and is not permitted to ride a school bus during this time.

**TARDINESS**—Lateness to assigned class(es) or assigned area. Excused tardiness includes parental permission for late arrival to school or by other school personnel during regular school hours/activities. Inexcused tardiness is any lateness without valid excuse. Level 1

**TEMPER TANTRUM**—A fit of anger that disrupts or endangers others. Level 2

**THEFT** — Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission. Level 2

**THREATS/INTIMIDATION** — An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice. Level 2

**TOBACCO, USE/POSSESSION** — Use or possession of tobacco in any form at school, at school-sponsored activities or on a school bus. Level 2

**TRESPASSING** — Entering any school facility or onto school property/bus without proper authority, includes any school entry during a period of suspension or expulsion. Individual will be subject to arrest. Level 2.

**SEXUAL HARRASSMENT**—This offense may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature.
2. Graphic or suggestive comments about an individual’s dress or body.
3. Displaying sexually explicit objects, photographs or drawings.
4. Unwelcome touching, such as patting, pinching or constant brushing against another person’s body.
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one’s grades, educational opportunities, employment status, or similar personal concerns. Level 2

**SEXUAL INTIMIDATION**—Any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender. Level 2

**V A N D A L I S M** — Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities. Level 3

**VERBAL ABUSE** — Offensive language, behavior or gesture directed toward staff or student. Level 2

**VERBAL CORRECTION** — Verbal direction by staff member to state the expected behavior.

**WEAPON** — A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include **but are not limited to** any type of knife, any type of firearm, any type of imitation or look-alike firearm, BB guns, chains, razors, clubs, mace or other chemicals or gas, etc. Possession of a weapon is prohibited on School District premises, school buses, or any other premises where an official school function is being conducted. Possession is defined to include, but not be limited to; having a weapon found in a space assigned to a student such as a locker or desk, on the student’s person or property (on the student’s body, in student clothing, in an automobile) under the student’s control; or having a weapon accessible or available; for example, hidden on school property. Level 3

**WEAPON, USE OF A LEGITIMATE TOOL AS A WEAPON** — Using legitimate tools and instruments, such as pens, pencils, compasses, combs, etc., with an intent to inflict bodily harm upon another or to force another to act against their will. Level 3

**\*Discretion will be used** to assign consequences to younger students for inappropriate behaviors. Younger students will receive consequences deemed suitable according to age/grade level and severity/repetitiveness of the misbehaviors.

### **Level 1**

The resolution of Level 1 behaviors is primarily the responsibility of teachers, support personnel, and parents/guardians. Notification of parent/guardian is recommended at each occurrence. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behaviors include, but are not limited to the following:

#### **Behavior**

Being inattentive	Inappropriate physical contact/display of affection
Derogatory remark	Body Art (writing on themselves or others)
Disobedience	Littering
Distracting Others	Loitering
Excessive or loud talking	Possession of electronic devices
Failure to do assigned work	Excessive tardiness
Profanity and/or obscenity	Failure to bring necessary materials to class
Inappropriate dress	Failure to pay fines, fund raising commitments or return equipment
	Failure to follow reasonable requests of school personnel

#### **Intervention:**

The following interventions may be used to address Level 1 behaviors.

Assigned school service relative to behavior	Time out
Behavioral contracts/behavior management plans	Incentives
Brief hall conference with student	Nonverbal correction
Classroom activity exclusion	Seating change
Classroom behavior management plan	Temporary removal of nuisance items
Classroom meeting	Verbal correction
Conference	Withdrawal of privileges
Conference with Administration, pro-active	
Consultation/intervention with other teachers/counselors/support personnel	
Contact with parent/guardian (site, phone, letter, visit)	

*Documented evidence of persistent behaviors, appropriate interventions, and administrative dialogue and approval may move the matter to Level 2. **Moving a persistent Level 1 behavior to Level 2 requires one or more documented parent contacts.***

## **Level 2**

These infractions are the responsibility of school-based administration, with assistance from teachers, support staff, and parents. A minimum of one with a maximum of three interventions may be utilized. Level 2 behaviors include, but are not limited to the following:

Altering/destruction of school records	Plagiarism/Cheating
Bullying and intimidation	Possession of harmful objects
Computer vandalism	Possession of stolen property
Damage to property	Possession, use or reasonable suspicion of being under the influence of alcohol*
Discriminatory conduct	Reckless behavior
Distribution, possession, exhibition of offensive or harmful materials/objects	Sexual misconduct – harassment – intimidation
Failing to attend the assigned discipline program	Temper tantrum / Out of control behavior
Fighting	Theft
Fireworks / Incendiary objects	Threats / Intimidation / Bullying
Gambling	Throwing objects with malice
Gang related behavior	Trespassing
Harassment / Hazing	Truancy
Leaving the building without permission	Use/possession of tobacco
Misrepresentation of the facts (lying, forgery)-minor	Verbal abuse
Persistent Level 1 behaviors	Violation of district computer policy
Physical abuse	
Failure to keep assignment book or deliberate abuse or alteration of assignment book	

***\* Possession or use of alcohol, drug paraphernalia, drugs, look-a-like drugs, weapon, look-a-like weapons, or fireworks carries a mandatory intervention of a 5 day Out of School Suspension, to be reduced to 2 days if student has a professional assessment at an approved agency. Possession or use of tobacco mandates referral to an intervention program.***

## **First Occurrence**

Parent/guardian conference with teacher  
1 detention after school  
Parent/guardian In School Suspension with child (up to 1 day)  
Fighting - up to 3 days

Out of School Suspension (1 day)  
Peer mediation  
Referral to outside agency or authority  
Restitution or community service.  
In School Suspension  
No credit for assignment

### **Second Occurrence**

Parent/guardian conference with administrator and teacher  
1-3 detentions after school  
Parent/guardian In School Suspension with child (up to 3 days)  
Out of School Suspension (up to 3 days)  
Fighting - up to 5 days  
Peer mediation  
Referral to outside agency or authority  
Restitution or community service

### **Subsequent Occurrences**

Parent/guardian conference with administrator/staff to establish behavioral plan  
Parent/guardian In School Suspension with child (up to 5 days)  
Out of School Suspension (up to 5 days)  
Alternate Education Placement (On-site or Off-site)  
Fighting - up to 10 days  
Referral to outside agency or authority  
Consultation/referral to police agency and possible arrest  
Restitution or community service  
Recommendation for expulsion

### **Level 3**

These Level 3 infractions carry a Zero Tolerance Policy with mandatory suspension with possible expulsion. Level 3 behaviors include, but are not limited to the following:

Arson / Attempted arson  
Battery  
Bomb threats  
Burglary  
Distribution or sale of alcohol / drugs  
or look-alike alcohol / drugs  
Distribution or sale of cannabis, a  
controlled substance or a look-alike  
substance  
Extortion

Possession of cannabis  
Possession, use or transportation  
of bomb explosives, firework and  
Incendiary items  
Robbery  
Sexual harassment  
Staff assault  
Terrorist threat  
Threats with a weapon  
Use of legitimate tool as a weapon

Felony possession of cannabis or a controlled substance  
Fighting  
Fire alarms & Defibrillator  
Interference with school personnel  
Persistent Level 2 behaviors

Use of other intoxicants or drugs  
Use / possession of a weapon  
Vandalism  
Violence

## **Interventions**

### **Level 3 Consequences:**

#### **First Occurrence**

Out of School Suspension (10 days)  
Out of School Suspension (5 days with restitution and/or follow-up to outside agency or authority)  
Mandatory 10 day suspension and counseling for possession of cannabis  
Alternate Education Placement (Off-site)  
Possible recommendation for expulsion (includes look-alike firearms)  
Mandatory recommendation for expulsion for firearms, felony possession of cannabis or a controlled substance and/or distribution of cannabis or a controlled substance or a look-alike substance  
Consultation/referral to police agency and possible arrest

#### **Subsequent Occurrences**

Out of School Suspension (10 days)  
Consultation/referral to police agency and possible arrest  
Alternate Education Placement (On-site or Off-site)  
Mandatory recommendation for expulsion

#### **Student Suspension**

The Board of Education may directly or through its designees suspend or expel any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education; or
2. Conduct which is disobedient and/or which substantially disrupts, impedes, or interferes with the operation of any public school; or
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, on a school bus, or at a school-supervised activity; or
4. Conduct which constitutes the commission of a felony, or which, if the student is a juvenile, would constitute the commission of a felony if committed by an adult.

## General Procedures for Suspension

### A. EFFECTIVE TIME OF SUSPENSION

Suspension becomes effective after the informal suspension hearing and notification of the parent/guardian/emergency person or at the end of the school day.

### B. NOTIFICATION OF SUSPENSION

Reasonable effort must be made to notify the parent/guardian/emergency person of the suspension. No student is to be sent home from school prior to the close of school before a parent/guardian/emergency person contact is made. It is the responsibility of the parent/guardian to update the school as to telephone numbers/changes.

A letter of suspension is presented to the student and mailed to the parent/guardian containing:

1. *The date and specific reasons for the suspension*
2. *The appeal procedures*
3. *The length of the suspension*
4. *A request that the parent/guardian contact the principal to arrange a mutually agreeable time for a conference prior to the readmission date.*

During a period of suspension a student may not participate in any school-related activity and the student is not to be present on any school-owned property without prior authorization of the principal or superintendent.

### C. HOMEWORK DURING SUSPENSION

To ensure continuation of learning, suspended students are expected to complete schoolwork during their time of suspension. Upon request, a suspended student may be given assignments during the period of suspension. However, all assignments submitted for credit will be due upon return to school from the suspension.

### D. LOSS OF BUS RIDING PRIVILEGE

During the time of a school bus suspension, parents are responsible for transporting their student. Students are expected to attend school.

### E. STUDENT REINSTATEMENT AND PARENT CONFERENCE

1. The parent and administrator/transportation supervisor should arrange a mutually satisfactory time for a conference. If the parent finds it difficult because of working hours, family responsibilities, or distance from school to come to the school for a conference, the school administrator should find some alternative means for the conference.

2. During the conference the student's achievements as well as difficulties will be reviewed to determine additional steps to be taken by the school/transportation department, the student and the parent to ensure the student's future success and safety when reinstated.

## **Due Process Procedure for Suspension**

### **A. REQUEST FOR APPEAL**

1. A parent/student shall have the right to request a review of the suspension. To request an appeal hearing the parent/student is to provide to the principal/superintendent a written request for an appeal within 24 hours of being informed of the suspension. If a written appeal is received, the student will be immediately reinstated in school until the outcome of the appeal(s).

2. If the hearing with the school Principal/Superintendent does not result in a resolution, the parent/guardian shall request in writing within a 24 hour period, a hearing before an officer appointed by the Board.

### **B. HEARING PROCESS**

1. The student shall have an opportunity for a hearing which is conducted by a hearing officer appointed by the School Board.

2. The Board shall provide written notice to the parents/guardians of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parent/guardian at the hearing.

3. During the hearing, the student and parents/guardians may be represented by legal counsel, present witnesses and other evidence and cross-examine adverse witnesses. The officer shall hear evidence on the issue of suspension.

4. The identity of student witnesses need not be revealed if in the judgment of the principal it would adversely impact the witnesses' school experience. If student witnesses are not identified, the principal shall carefully and thoroughly interview all witnesses and form a judgment as to the accuracy of the statements.

5. The hearing officer will allow the parties to clearly explain their respective points of view and to submit whatever evidence they have available that is relevant to the suspension.

6. After receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty as charged, it shall determine the appropriate level of discipline with consideration of administrative recommendation and the discipline code.

7. The decision of the Board shall be in writing with a copy provided to the parents/guardians of the student.

8. A suspended student who is attending school while awaiting outcome of the appeal and whose suspension is upheld by the Board will begin the period of suspension the first school day following Board action.

## **Student Expulsion**

Expulsion is the most severe punishment a school system may use. The Board may expel a student up to two years. A student who is determined to have brought to school a weapon, as defined by Section 921 of Title 18, United States Code (generally defined as firearms), shall be expelled for a period of not less than one calendar year.

## DUE PROCESS PROCEDURES FOR EXPULSION

A. Due process for expulsion follows the same procedures as for suspension. Administration will make a recommendation for expulsion to the Board of Education and issue a mandatory ten-day suspension.

B. A student facing expulsion may not attend school during the period of time the Board is considering expulsion.

C. A hearing will automatically be scheduled for any student being recommended for expulsion.

## HEARING PROCESS FOR EXPULSION

The hearing process for an expulsion recommendation shall be scheduled in accordance to the suspension hearing process.

## CONDITIONS OF EXPULSION

A. A student may not receive course credit for the semester in which the expulsion occurs.

B. In the event of an expulsion, the school will notify the parents and student of available private education options.

C. Expelled students will be readmitted to Shirland School after the period of expulsion.

D. A student with a handicapping condition may be expelled for engaging in conduct that would warrant such action for a non-handicapped student if the misconduct is not related to the handicapping condition.

**DRESS CODE** — Student shares with his or her parents the right to dress according to personal preference except where such dress (including new fads) is dangerous to the student's health and safety, the health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness is also the primary responsibility of students and their parents. Research and experience have shown that student conduct, school goals, personal pride, and self-respect are related to personal appearance and mode of dress. Clothing that is disruptive to the educational process will not be tolerated. It is the responsibility of the parents(s)/guardian(s) to see that the student who attends our school is dressed in a manner that reflects good taste, good judgment, and is not disruptive to the educational process. Level 2

**Unacceptable clothing** includes:

1. Blouses or shirts that expose the midriff, back, or cleavage; halters; tank tops or dresses that reveal undergarments; hats; sunglasses; scarves, bandanas/kerchiefs; non-religious head coverings; and shorts, blouses, or shirts with inappropriate sayings or symbols. Gang-related symbols or attire containing profanity, street language or gestures on attire are prohibited.
2. Coats and jackets will not be worn in the school building by students unless teachers approve due to cool classroom temperatures.

3. Pajamas – Pajama pants are not appropriate attire for school; they are not to be worn on days not specifically designated as “Pajama Day” by the Administration.
4. Footwear must be worn at all times. "Wheelies" are not allowed in school.
5. Shorts and skirts must be longer than the fingertips when arms are relaxed and extended at sides in a standing position.
6. No tube tops, tank tops, or see-through clothing will be allowed. Slacks or trousers may not be worn on the lower hips or on the same level as the groin. Clothing with rips or tears are not allowed; students who wear ripped or torn clothing will call home for a change of clothing or change into school-provided clothing.
7. Articles of clothing that promote or advertise drugs, alcohol, alcohol related products, cigarettes, tobacco products, drug paraphernalia or any items or products that are not legally usable by students are prohibited. Hairstyle must not distract from classroom activity. Outrageous body piercings are not permitted.
8. Apparel containing sexual innuendos, occult references, torture, violent acts, ethnic slurs or stereotypes or degradation of anyone, male or female, is prohibited.
9. Students may not wear spiked clothing, collars, spiked wristbands or spiked dog collars, chains (wallet, belt, dog, etc.), or any article that could be used as a weapon.

### **EARLY/EMERGENCY DISMISSAL PROCEDURES**

Due to circumstances we cannot control, there may be days when students must be dismissed early from school (i.e. hazardous weather). As soon as the decision to dismiss is made, we will notify all of the area TV and Radio Stations and those families who signed up for our Blackboard/Connect service to announce the early dismissal.

WROK - Rockford 1440 AM	WIFR – tv channel 23
WZOK - Rockford 97.5 FM	WREX - tv channel 13
WRWC - Rockton 103.1 FM	WTVO - tv channel 17

Each student will then be asked if they know for sure whether or not someone will be at their home. We will attempt to contact the homes of students who are not sure if someone would be there. If no contact is made we will have the student identify a friend with whom he/she could go home. Parents should discuss with their children any special procedures they would want them to follow in these kinds of circumstances.

## **EMERGENCY CARDS**

**It is imperative that the information contained on the emergency card be maintained accurately at all times.** Please include work numbers, cell phones, and beeper numbers. If there is a change in home or business telephone numbers, please contact the school office immediately. Also, contact the school if it is necessary to change the person listed for emergency calls. Every second saved can be vital in an emergency situation.

## **FEE WAIVERS**

The Board will adopt fees charged for the use of textbooks, consumable materials, extra-curricular activities, and other school fees. Students will pay for loss of textbooks or other school owned materials.

Students will not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

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

A student will be eligible for fee waiver when:

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

Additional consideration will be given by the Principal/Superintendent where one or more of the following factors are present:

3. illness in the family;
4. unusual expenses such as fire, flood, storm damage, etc.;
5. seasonal unemployment;
6. emergency situations;
7. when one or more of the parent(s)/guardian(s) are involved in work stoppage.

The parent(s)/guardian(s) will submit written evidence of eligibility for waiver of the student's fee. A separate application form will be submitted for each fee assessed to each student.

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

Questions regarding the fee-waiver request process should be addressed to the Principal/Superintendent's office. All information received in conjunction with applications for waivers will be treated confidentially and used only for the purpose for which intended.

## FIELD TRIPS

During the course of the year, educational trips are planned to supplement the instructional program. Students may be assessed a fee for the field trip or to defray the cost of the trip. Permission slips are required for students leaving school to participate in school-sponsored educational trips. A permission slip is provided to parents with a summary of the activity and the locations to be visited by the students while on the trip. **For liability reasons, under no circumstances will a student without a signed permission slip be permitted to go on a field trip.**

While educational field trips are a valuable facet of the curriculum, **they are a privilege, not a right.** Students are expected to conduct themselves in such a manner as to be a credit to Shirland School and Community, as well as to their parent(s)/guardians and themselves. The administration reserves the right to withhold any trip participation from any student upon conferring with teachers, staff, and/or bus drivers if it is determined that the student's behavior excuses him or her from such activities. Students not completing their classroom assignments may not attend.

A limited number of parents may be asked to help chaperone the students on field trips. **Parent chaperones may not bring along other children.** These additional children are not covered by any school insurance, they take attention away from the school's students, and the purpose of the chaperone is diminished.

## GRADING SCALE

In all grades above second grade, the following marking system is used:

NUMERICAL VALUE	HONOR ROLL GRADE VALUE	
A: 95 - 100	A : 4 Points	C : 2.00
A-: 93 - 94	A-: 3.75	C-: 1.75
B+: 91 - 92	B+: 3.50	D+: 1.50
B: 87 - 90	B: 3.00	D: 1.00
B-: 85 - 86	B-: 2.75	D-: 0.75
C+: 83 - 84	C+: 2.50	F: 0.00
C: 79 - 82		
C-: 77 - 78		
D+: 75 - 76		
D: 72 - 74		
D-: 70 - 71		
F: 69 and below		

At the end of each quarter, recognition will be given to the 6th, 7th and 8th grade students who earn the following:

A. Students with a 3.50 average or above will be given high honors recognition and students with a 3.00 average to a 3.49 average will be given honor roll recognition.

B. All core subjects will be averaged, including physical education.

Students may check their grade point average by substituting a number value for each letter grade, adding all subjects and dividing by the number of subjects.

## **GRADUATION/FEES/FINES**

Students who have **any** outstanding fees or fines accumulated during the current year or previous years will not be permitted to participate in graduation exercises. All outstanding debts must be cleared 24 hours before graduation exercises.

## **GUM CHEWING**

Careless disposal of gum in drinking fountains, on furniture and on walls and carpets presents sanitation and cleaning problems, as well as costly repairs. Therefore, **gum chewing on the bus or school property is not permitted**. Three gum-chewing infractions by any student may result in a detention.

## **HEADPHONES FOR COMPUTERS**

All students who have computer classes in the computer lab must have their own headphones by which they can hear the sounds produced by the computer programs. **NO STUDENTS SHOULD SHARE HEADPHONES WITH ANYONE ELSE**. Headphones should be stored in a re-sealable bag in the student's classroom.

## **HEALTH SERVICE PROCEDURES**

When a student becomes ill at school, an attempt is made to contact the parent/guardian or the adult listed on the emergency information card. No student is permitted to leave the school building during school hours without adult supervision. Parents/guardians are required to keep their child/children home for 24 hours following an elevated temperature and inform the school if a physician has verified a diagnosis of a communicable disease. Any student with an undiagnosed rash or open sore is excluded from school until the rash or sore has disappeared unless a physician's note verifies that the condition is non-communicable. Following a strep infection, a physician's note must be submitted for reentrance to school.

Emergency procedures for any student who is injured:

1. Emergency First Aid given as needed.
2. Notify parents, guardians, or family members indicated on emergency cards.

3. If parents or guardian cannot be contacted, call emergency number as indicated on emergency or enrollment card.
4. Notify physician indicated on emergency card.
5. Transport as advised, by medical personnel to hospital, per information on designated emergency card.

## **HOMEWORK**

The purpose of homework is to reinforce content taught in school and to help students develop appropriate study habits. Students may also face logical consequences for late or missing assignments, and parents are contacted if the student routinely fails to turn in homework. Homework assignments apply to those materials presented in class. The following is a daily guide for homework assignments taken from best practices; however, the teacher is ultimately responsible for determining when and how much homework is to be given.

Students who are organized and work steadily will be able to complete all assignments due the following day.

<u>Grades</u>	<u>Minutes</u>
K-2	20
3	30
4-5	40-50
6-8	60-90*

\* (More time for algebra students)

## **Missed Assignments**

For every day absent, the student has one day to complete all assignments and turn them in to his/her teacher(s). In cases where make-up work is not completed within the time set by the teacher, a grade of zero is assigned to the work.

STAFF ARE EXPECTED TO	STUDENTS ARE EXPECTED TO	PARENTS ARE EXPECTED TO
Be familiar with the homework policy, guidelines, current research, and best practices relevant to homework.	Complete their homework in a thorough and thoughtful manner.	Support independent learning by their children.
Share their expertise.	Turn their assignments in by the due date.	Serve as a resource for their children, but not to do the work for them.
Never assign homework as punishment.	Have the necessary materials to do their homework.	Provide an appropriate place and time for students to do their homework.

Provide specific written information about their homework expectations.	Ask questions as needed to clarify their assignments.	Contact the teacher whenever they have concerns about the homework.
Give students feedback on homework assignments.	Complete their assignments with minimal help from their parents.	Provide teachers with on-going balanced feedback.

## IMMUNIZATIONS AND PHYSICAL EXAMS

The requirements regarding immunization for students in the District will comply with the standards adopted by the Illinois Department of Public Health. Every student will present proof of having received immunization for preventable communicable diseases.

The school staff will apprise parents of their obligation in these areas and will furnish the necessary forms and keep records of compliance. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician will so state on the examination form.

All students must provide documentation of two doses of live measles virus vaccine. The first dose must have been given no earlier than 12 months and the second dose no less than one month later; OR must provide proof of disease with a doctor's note and blood titer results.

Students who will be entering Kindergarten or Sixth Grade are required to have the following immunizations administered prior to starting school in August. The health exam form must be dated and signed by the physician. The upper left-hand box should be completed and signed by a parent. **Any student who does not comply with Immunization and Physical Examination Requirements by the first day of school will be excluded from school until required health forms are presented to the District.**

Also, effective July 1, 2005, all children in kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades must have a dental examination. A copy of such exam must be on file with the school nurse prior to the start of school.

### **KINDERGARTEN:**

Polio: Has received three or more doses of TOPV with the last dose being a booster and having been received after the fourth birthday but prior to school entrance.

Diphtheria, Tetanus, Pertussis (DTP): Has received four or more doses with the last dose being a booster and having been received after the fourth birthday but prior to school entrance. If DT is given, a doctor's note must accompany health form indicating contraindication of Pertussis.

Measles (Rubeola): Has received two measles vaccines as described above. (ALL STUDENTS).

Rubella (3-Day): Has received rubella vaccine at one year of age or later.

Mumps: Has received vaccine at one year of age or later, or had the

disease. Proof of disease must be provided by a doctor's note and blood titer result.

Chicken Pox: Must show proof of having received the Chickenpox (Varicella) vaccine or signed verification from a licensed physician stating the child has already had chickenpox prior to entrance to kindergarten.

### **SIXTH GRADE:**

Polio: Has received three or more doses of TOPV with the last dose being a booster and having been received on or after the fourth birthday.

Diphtheria, Tetanus, Pertussis (DTP): Has received three or more doses of DTP or DT with the last dose being a booster and having been received on or after the fourth birthday. If ten years have elapsed since the last booster, an additional booster is required.

Measles (Rubeola): Has received two doses of live measles virus vaccine with the first dose administered not earlier than 12 months of age and the second dose no less than one month later; OR proof of disease provided by a doctor's note and blood titer test.

Rubella (3-Day): Has received rubella vaccine at one year of age or later.

Mumps: Has received vaccine at one year of age or later, or had the disease. Proof of disease must be provided with a doctor's note and blood titer test.

Hepatitis B: The complete set of three Hepatitis B shots before entering 5<sup>th</sup> grade.

All students entering Kindergarten and Fifth Grade must have a physical examination according to state requirements. Parent(s)/guardian(s) are encouraged to have their child/children undergo a dental examination, as it is now mandatory for kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grade students.

### **INSURANCE**

The School District does not cover student injuries. Arrangements have been made with an independent insurance company to offer parents/guardians a low-cost school accident insurance. When students covered by this insurance are injured and require the services of a doctor, dentist, or hospital, parents/guardians should obtain necessary insurance company claim forms.

### **INTERNET WEB SITE**

The Shirland School District web site may be found at <http://shirland134.com>. The school calendar, annual report cards for the School District and School District information are just a few of the informational items that may be found on the site. The web site may also be accessed with links to instructional staff and special school or classroom events.

### **LATEX BALLOONS**

School Nurses are seeing more and more students who exhibit allergic reactions to products made from latex. In a fervent desire to keep our students safe,

we ask that you **not send balloons** to the school or to your child(ren). If we receive any balloons from a vendor, **we will not give them to the recipient** until after school and will not allow the balloons to be transported on the bus.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is open daily. Grades K-8 have assigned times within the week to visit with their classes. The Librarian/Media Center Coordinator will decide how many books students may borrow and whether they are checked out for a 24-hour, one-week or two-week period. Students are required to pay the replacement cost of lost or damaged books, magazines or other Media Center materials.

### **Book Fines (Junior High Students Only):**

To encourage students to be responsible by returning Media Center materials in a timely fashion, students will be assessed fines for books and/or magazines as well as other materials that are held beyond the check-out time allotted.

Amount per day:	8 <sup>th</sup> graders	10 ¢ per day when overdue
	6 <sup>th</sup> & 7 <sup>th</sup> graders	5 ¢ per day when overdue

Students cannot continue to check out materials unless fine, overdue fines or replacement costs are paid. All fines and fees are due by the end of the year in the Media Center/Library. Unpaid fines or fees not paid by the end of the year will be carried over to the next school year.

### **Lending Policy:**

At the beginning of the school year each student is given a written copy of the "Media Center/Library Policies" which are grade specific. Written "Media Center/Library Policies" covers such information as care of books, number of books to be checked out per student, renewals, etc.

## **LOCKERS**

A student's locker and desk are the property of the School District and must be used for the purposes intended; a storage area for books, school supplies, and garments. The Principal/Superintendent and/or designee reserve the right to search student lockers and desks at any time and for any reasonable purpose.

All students in the school will be assigned a locker. Students in grades 6, 7 and 8 will also be assigned combination locks. These locks are to be kept on the locker and locked at all times. Combinations are to be memorized by the student and not given to other students, or the security of a locker is gone. Most complaints of student property being stolen come from cases where the student was careless. The School strongly urges students NOT leave money or expensive items in lockers.

The School reserves the right to inspect lockers and to remove anything which is contrary to school rules or detrimental to the School. Periodically during the school year, there is an unannounced locker cleanup to avoid the buildup of trash and clutter. At the end of the school year, combination locks are turned in to the school office. Students who lose their locks or whose locks are damaged are charged \$8.00.

### **LOST AND FOUND**

Our school maintains a lost and found area. Clothing and personal items such as lunch boxes, purses, and wallets, should be marked or initialed to facilitate their return. Money should not be left in desks or lockers. The School District is not responsible for replacing a student's or adult's lost, damaged, or stolen items.

### **LUNCH PROGRAM/RULES**

Students are:

1. To enter the lunchroom area in a quiet, orderly manner.
2. To follow all adult directions in the lunchroom.
3. To remain in their seat unless given permission to get up.
4. To talk in a quiet voice.
5. To keep hands, feet and all objects to themselves.
6. To keep food and drinks inside the lunchroom area.
7. To clean up their space after eating.
8. To refrain from sharing, trading or throwing of food.
9. Not to return to the classroom unescorted during the lunch period.

### **MEDICATION**

Medication may be administered in school only when alternative administration schedules have been considered, and when failure to take medication could jeopardize the student's health and/or education.

#### ***BEFORE SENDING MEDICINES TO SCHOOL, PARENTS MUST FOLLOW THESE GUIDELINES:***

#### ***Prescription Medication and Over-the-Counter Medication prescribed by a physician:***

1. Written orders are to be provided to the school from the physician detailing the health problem involved, the name of the medication, dosage, time interval in which medication is to be taken, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached. Parents are responsible for obtaining this information.

2. The parent or guardian is to provide the school with a written request/approval authorizing the administration of prescribed medication at school. This is required

not only for administration of medication by the nurse, but also for administration of medication by student.

3. Medication will be sent to school in a container appropriately labeled by the pharmacist or physician with the following information:

- a. Name of pharmacy
- b. Prescription number
- c. Name of medication
- d. Student's name
- e. Physician's name

4. The school nurse will administer the medication only if the above requirements are met. The parent should make sure the nurse will be present before sending medication to school or before coming to school to complete required forms. The parent will need to assume responsibility for administering medication to their child when the nurse will not be present.

5. Many older elementary age students can assume responsibility for self-administration of medication; however, the school will still require the physician's written order, parent's approval and a properly labeled container. The school will provide an area for the storage of medication.

6. Students requiring medication from long term chronic illness or disability will need new orders each year.

7. Any medication not used or container not claimed will be discarded at the end of the school year.

8. The school will retain the discretion to reject requests to administer medicine.

***Over-the-Counter Medication:***

1. No over-the-counter medications are provided by the school.

2. If parents or guardians grant permission for a student to take over-the-counter medication during school hours, they may send the medicine to school, and it will be kept in a locked area in the nurse's office. **Aspirin should always be used with caution.** Reyes Syndrome, which follows a virus infection, has been associated with the use of aspirin with infants through 19 years of age. For this reason, most doctors recommend other non-aspirin products. Our nurse will not administer aspirin unless he/she had both a physician's and a parent's written request detailing the reason.

3. The medication must be in a container labeled by the pharmaceutical company.

4. A written request from the parent is required for student to take over-the-counter medication.

5. Any medication not used will be returned to the parent/guardian at the end of the school year.

6. The school will retain the discretion to reject requests to administer over-the-counter medication.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Board of Education to prohibit discrimination against any student on account of race, color, religion, sex, national origin, or disability in educational programs, activities, services, or benefits. It is also the policy of the Board to prohibit discrimination against students on the basis of sex in the provision of programs, activities, services or benefits, and, in so far as reasonably possible, the School District guarantees to both sexes appropriate equal access to educational and extra-curricular programs and activities.

The School District has policies and procedures which ensure the District does not discriminate, and a grievance procedure has been developed for parents/guardians for the purpose of resolving concerns.

### **PARENT-TEACHER CONFERENCES**

Parents/guardians are urged to consult with their student's teachers. Parent-teacher conference days, held twice a year, provide one avenue to discuss the student's educational progress. Additional conferences may be arranged by contacting the teacher.

### **PERMISSION TO LEAVE SCHOOL**

It is essential that school personnel be informed as to where each student is at all times during school hours. Students are not permitted to leave school grounds without permission from the Principal or Superintendent.

Medical or dental appointments should be scheduled as close to the start or end of the school day as possible. If a student leaves the building during school hours, a parent/guardian is required to sign the student out indicating the time of departure. Students may not leave the building without adult supervision.

### **PESTICIDE APPLICATION**

The Principal/Superintendent will notify students and employees in the building as well as the parents/guardians of students, at least two business days before a pesticide application occurs in or on the school building or grounds. The notification will be in writing and may be included in a newsletter, bulletin, calendar, or other correspondence. Questions pertaining to pesticide applications should be directed to the Principal/Superintendent.

### **PLAYGROUND RULES**

Playground rules are in effect when students are at school prior to 8:10 a.m., during all recesses, and at lunch time. Students will be prohibited from playing on

the dirt or grass areas when these areas are wet or muddy. It is especially important for all students to play carefully while on the playground areas.

Students are expected to respect the authority of the playground supervisors. The playground supervisors will designate certain areas in which students are allowed to play during recesses. Students must remain in these areas during the entire recess period and should not enter the building until the bell rings. Inside Recess: On days of inclement weather, recess will be held inside.

The following playground rules are to be followed:

1. Students are not to stand or jump from swings.
2. Only one person is allowed on each swing.
3. Swings can be pushed from the back only; students are not to run under the swing.
4. Playground balls are the only objects to be thrown on the playground. **No rocks, snowballs, hardballs, or sand/dirt may be thrown or kicked.**
5. Students are not to climb on the fences.
6. Students are not to play near the doorways.
7. Permission to retrieve balls that go off the playground must be obtained from the playground supervisor. Students should not enter the road to retrieve a ball.
8. Students are not to re-enter the building without the permission of the playground staff member.
9. Only one person may be on the slide at a time.
10. Students are to sit down on the slide with feet first; walking or crawling up the slide is not permitted.
11. Students are not to jump from or push and shove others off any playground equipment.
12. Respond to the line up whistle/signal.
13. Aggressive or forceful games will not be acceptable.
14. Playing in the habitat or picking of any plants without permission is prohibited.

### **INDOOR RECESS RULES**

1. No Dodgeball
2. No Footballs
3. No classroom balls.
4. Volleyball - bump & set only. No serving.
5. Only 2 Basketballs for each basket.
6. No kicking balls inside.
7. No half court shots.
8. No running on the bleachers.
9. Four (4) hula hoops out at a time.

## **POSSESSIONS/MONEY AT SCHOOL**

Hot lunch money should be brought to the office as soon as the student arrives at school. Checks are the preferred method of payment. If, for some reason, a student must bring money to school, he/she should leave it in the office for safe keeping. It is his/her responsibility to pick it up before leaving the school in the afternoon. Purses and billfolds should never be left lying on the bleachers, tables or in desks.

## **PROGRESS REPORTS**

At the beginning of the year, each teacher shares his/her grading system with the students and parents/guardians. Progress reports are issued to summarize the student's performance in skill development and cognitive learning areas. Grades given for each subject are an indication of how the student is performing in that class for that teacher, based on data collected by the teacher.

As the need arises between regular reporting periods, parents may receive a mid-quarter progress report. Grades will represent a variety of activities performed by the student. Achievement grades may be determined by such activities as daily work, compositions, projects, homework, reports, oral presentations, quizzes or tests. Effort grades may be determined by indicators of the student's attempts to learn, such as amount of work completed, participation in class activities, extra work completed, and the quality of work attempted and completed. Conduct grades may be determined by the actions of the student and by the student's care and respect for property and others in the school.

## **REPORT CARDS**

Report cards are distributed after each nine-week period and are given to parents at Parent/Teacher Conferences or sent home with students when conferences are not scheduled. Report card envelopes are to be signed and returned to school within a week of being received.

## **RETENTION AND PROMOTION POLICY**

State law requires students to meet School District expectations and perform at expected grade level prior to promotion to the next grade level. Students in grades 3-5 must pass four of the five academic subjects (math, reading, science, English, and social studies) and be recommended for promotion by the Principal in order to earn promotion to the next grade level. Students in grades 6-8 must pass five of the six academic subjects (math, reading, science, English, geography/government, and history) and be recommended for promotion by the Principal in order to earn promotion to the next grade level. Passing a class would mean earning a total of three points (on a four point scale) for each class for the year (i.e., A=4 pts, B=3 pts, C=2 pts, D=1 pt, F=0 pts). Students in grades 3-5 who pass three or fewer subjects and student in grades 6-8 who pass four or fewer subjects or who are not recommended for promotion by the Principal will be retained in the

same grade unless other accommodations are made. When any alteration in a student's normal progression through school is contemplated, all factors should be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

### **SALE OF OBJECTS**

No objects of any kind may be sold on school property without prior authorization of the school administration. This prohibition includes fundraising for non-school sanctioned activities.

### **SEARCH AND SEIZURE**

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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

The administrator will document the search procedures on a referral form and notify the child's parents as soon as possible.

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

### **SEX EDUCATION**

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation if his or her parent(s)/guardian(s) submit a written objection to the Principal.

Parent(s)/Guardian(s) of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins.

Refusal to take or participate in any course or program shall not be reason for disciplinary action or academic penalty. Parent(s)/Guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extra-curricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### **SEX OFFENDER REGISTRY**

Shirland School maintains a current listing of all registered sex offenders in Winnebago County. The list is available for viewing during regular school hours. Only the listing of adults is available for viewing. Juvenile sex offenders are not open for public viewing. The list is also available at: <http://www.isp.state.il.us/sor/>

### **SCHOOL CONCESSIONS/PEP CLUB**

Students in grades 5 through 8 may participate in selling concessions at home athletic events. This group promotes school spirit and raises money to aid in the purchase of award pins and to assist with the cost of the annual Sports Recognition Night.

Participation in any sport is a team effort. **All students who participate in a junior high school sport are expected to take a turn in working at the concession stand during at least one home game event each year.**

### **SCHOOL SAFETY**

For the safety of students, parents are reminded that students should not arrive at school before 8:00 a.m. because supervision is not provided until after that time each school day.

Parents who want to pick up a student for any reason **MUST** stop at the school office for official permission and sign out. **No student will be released to any individual unless such person has been properly identified.** A parent who wants to talk to a student or deliver a lunch to school **MUST CHECK IN AT THE SCHOOL OFFICE.** Any individual in the building may be stopped for identification by any member of the staff.

## COURT DECREE

For the protection of the student and the School, the School must follow the decrees of any court and will only permit the custodial parent or legal guardian to pick up a student.

## SNOW DAYS

Occasionally, because of snow or ice, it becomes necessary to call off school for the day, or to run the buses late. Many times this cannot be determined before 7:00 a.m. Tune your radio to any of the following stations: WROK (1440 AM), WTJK (1380 AM), Lite103 (103 FM) or WZOK (97.5 FM), or to the television on WIFR - TV channel 23, WREX - TV channel 13, WTOV - TV channel 17 for information. These stations will be notified at the earliest possible time of any change in schedule at Shirland School. We will also send a phone call to every Shirland family registered for Blackboard/Connect through the school. **PLEASE DO NOT CALL THE SCHOOL as all communication lines must be made available for an emergency.** Any snow days are made up at the end of the school year.

## SPECIAL EDUCATION

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by School Districts receiving federal financial assistance. Section 504 protects all students with handicaps, defined as those having any physical or mental impairment that substantially limits one or more major life activities, including learning. If you believe your child is eligible under Section 504, contact the Principal/Superintendent.

The Shirland School District offers a program for students with special needs. This encompasses any student who has a disability that interferes with his/her learning. To help meet these needs, all districts in the area work cooperatively to provide special services.

Special services range from individual tutoring to providing tuition for students with disabilities who must attend private facilities. Students in our School District who need special help may spend part of the day in regular classes and part of the day receiving help from the special service programs. Also available are speech, language, vision, other health related services, and services from the school psychologist, physical therapist, occupational therapist, hearing impaired teacher or the school social worker. Also, a student with a temporarily disabling condition may receive instruction at home or at the hospital.

Any student between the ages of three and 21 has the right to be considered for special programs. All special education services and programs are supervised and coordinated through the Winnebago County Special Education Cooperative, which is located at 317 North Ferry Street, Rockton, Illinois, 61072. If you have any questions regarding these special programs, please call the office or call the cooperative at 815-624-2615.

## **SPECIAL OCCASION LUNCHES**

Occasionally, parents may wish to bring in a special lunch for an entire class in honor of their child's birthday or other achievement. The kitchen must be given 24 hours notice in order to prepare the correct amount of food for lunch. Also, arrangements must be made for a supervised location for the students to eat. Any special lunch plans must be approved with the office at least one day in advance.

## **STUDENT PICTURES IN THE MEDIA**

Student pictures may be reproduced in newspapers, computer website or school publications or may appear in television or video productions unless parents/guardians request, in writing, that this not occur. *Letters requesting that students' pictures not be reproduced in the media are to be sent to the Principal/Superintendent.* A new letter is to be sent to the School at the beginning of each year to avoid any misunderstanding. The School District cannot be responsible for photographs taken by independent newspaper photographers at school activities open to the public.

## **STUDENT COUNCIL**

The Student Council of Shirland School is established to promote good citizenship and sponsor various student activities. Each homeroom (grades 4-8) is represented on the Student Council. The members of the Student Council gain needed experience by participating in the general business meetings and serving on committees. The election of officers offers the entire student body the opportunity of actively participating in the democratic process of selecting its officials. The Council sponsors various activities such as dances, charity projects, parties, etc. The Student Council also serves as a forum for the student body. It is through this organization students have the opportunity to express their desires and ideas.

## **STUDENT ELIGIBILITY**

### **Eligibility Standards for Extra-Curricular Activities**

Students participating in extra-curricular activities will be required to maintain a D or higher in all classes each week during the season of participation. A master list of student participants will be distributed to each teacher on Thursday. Teachers will indicate a student's grade and submit the master list of student participants to the office by noon on Friday. Any student who does not maintain a D or higher in all classes will not be allowed to participate in any extra-curricular activities (events, games, or practices) for one week. Any student who is ineligible for three weeks will be dismissed from the activity for the remainder of the season.

In the event that the regular classroom teacher is absent, the student participant will be deemed eligible until the teacher returns and notifies the office of an eligibility change.

We expect our student participants, as well as anyone else representing our school, to do so in a manner exemplifying the high standards of sportsmanship and

excellence recognized by our school. Those students interested in trying out for interscholastic athletic teams must submit proof that a current physical examination (within the past 12 months) has been passed before they will be allowed to try out. Volleyball tryouts will be held in August, boys' basketball tryouts in October, girls' basketball tryouts in January, and cheerleading tryouts in April. Sixth-grade students will be allowed to try out for seventh grade athletic teams and seventh grade cheerleading.

Students who are academically ineligible to participate in after-school activities may not participate in practices, games, or performances for the week they are ineligible. Students should be home studying so they will be eligible the following week.

Students who have been suspended from school will not be allowed to attend or participate in extra-curricular activities.

Students who are absent from school for one-half day or more may not **attend or participate** in any after-school or extra-curricular activity on the day he/she is absent from school. In special circumstances such as funerals, etc., please contact the building principal for clarification.

Students who are being held after school for detention will not be allowed to attend their extra-curricular activity on that day.

Inappropriate behavior during school hours or at extra-curricular activities may result in the student being suspended from activities, including graduation.

Students medically excused from physical education will not be permitted to participate in extra-curricular sports, without approval from the Principal, until they return to physical education classes.

## **STUDENT PROPERTY**

A student's locker and desk are the property of the school and must be used for the purpose intended, e.g., a storage area for books, school supplies, and garments. The Principal/Superintendent and/or designee reserve the right to search student lockers and desks at any time and for any reasonable purpose.

Any student property that may be deemed by the teacher or school administrator as a nuisance or a distraction to the classroom learning environment will not be allowed at school.

## **STUDENT RECORDS**

The Principal/Superintendent will provide, through this handbook, notice to parents/guardians upon initial enrollment of their child/children to inform parents/guardians of their rights regarding student records.

School student records are confidential and information from them will not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not

accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and Federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records will be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) will have the right to object to the release of information regarding their child.

The Principal/Superintendent will implement this policy with administrative procedures. The Principal/Superintendent will also designate a *records custodian* who will maintain student records. The Principal/Superintendent or designee will inform staff members of this policy, and will inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

#### Maintenance of School Student Records

The District maintains two sets of school records for each student: a permanent record and a temporary record.

The permanent record will include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics

No other information will be placed in the permanent record. The permanent record will be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

The temporary record may include:

- family background
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- special education files
- verified reports or information from non-educational persons

- verified information of clear relevance to the student's education pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least 5 years after the student has transferred, graduated, or permanently withdrawn from the District. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Records Custodian will be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Records Custodian or designee will notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy of such records. Student records will be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

### ***Access to Student Records***

The District will grant access to student records as follows:

The District or any district employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

1. The parent(s)/guardian(s) of a student under 18 years of age, or designee, will be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within 10 school days of the District's receipt of such a request.

2. Where the parents/guardians are divorced or separated, both will be permitted to inspect and copy information in the student's permanent school record. The District will send copies of the following to both parents/guardians at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduation, and other major school events including pupil-parent(s)/guardian(s) interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to a parent(s)/guardian(s) becomes exclusively those of the student.

Access will not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access will not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education, provided a current demonstrable, educational or administrative need is shown. Access in such cases will be limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District will grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) will be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

6. The District will grant access to or release information from any student record as specifically required by federal or State statute.

7. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy will be mailed to the parent(s)/guardian(s) or eligible student by the Principal/Superintendent. Whenever the District requests the consent to release certain records, the records custodian will inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.

9. Prior to the release of any record or information under items 6 & 8 above, the District will provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.

10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to which the release was made, and the purpose of the release.

11. The District will grant access to or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authority" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceeding under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutor; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individual authorized by court.

12. The District charges \$.25 per page for copying information in the student's records. No parent(s)/guardian(s) or students will be precluded from copying information because of financial hardship.

13. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent(s)/guardian(s) or eligible student, records 1, or other person. The record of release will include:

- a. Information released or made accessible.

- b. The name and signature of the records custodian.
- c. The name and position of the person obtaining the release or access.
- d. The date of release or grant of access.
- e. A copy of any consent to such release.

### ***Directory Information***

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information will be limited to:

- a. name
- b. address
- c. gender
- d. grade level
- e. birth date and place
- f. parents'/guardians' names and addresses
- g. academic awards, degrees, and honors
- h. information in relation to school-sponsored activities, organizations, and athletics
- i. major field of study
- j. period of attendance in school

The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

### ***Student Record Challenges***

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- a. the right to present evidence and to call witnesses;
- b. the right to cross-examine witnesses;
- c. the right to counsel;
- d. the right to a written statement of any decision and the reason therefore;
- e. the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
- f. the parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

### ***Records of Students with Disabilities:***

The above information regarding Retention of Student Records applies also to the student with disabilities. Psychological evaluations, special education files and other information contained in student temporary records, or copies thereof, which may be of continued assistance to the student, may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a disabled student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the disabled from other agencies.

To the extent the Student Records policy and procedures contained in this handbook may be incomplete or inconsistent, the *Illinois School Student Records Act*, the *Federal Family Educational Rights and Privacy Act* and the *Illinois Mental Health and Developmental Disabilities Confidentiality Act* will control.

In case of divorce or separation, both parents/guardians may be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

To the extent the Student Records policy and procedures contained in this handbook may be incomplete or inconsistent, the *Illinois School Student Records Act*, the *Federal Family Educational Rights and Privacy Act* and the *Illinois Mental Health and Development Disabilities Confidentiality Act* will control.

### **TELEPHONE/CALLS**

Teachers and students are not to be called out of class for phone calls; however, messages will be relayed when time permits. Students must have office permission to use the telephone and must state the reason the call is necessary.

### **TESTING AND SCREENING**

Vision and hearing screenings are conducted yearly at the appropriate grade levels. Should these screenings indicate a possible problem with your child's health, the parent/guardian is notified by letter and urged to take him/her to a doctor who will make a recommendation for treatment. If the parent/guardian does not want his/her child/children to be screened, he/she must submit a written request to the Principal/Superintendent.

### **TEXTBOOK LOAN PROGRAM**

Under Public Act 79-961: Students will receive the loan of textbooks if parents submit a request to participate in the program. Appropriate forms for new students are completed during registration. Once the form is completed, it is valid for as long as the student is enrolled. **A textbook rental fee is charged to all students for the use/loan of the textbooks.**

The School District uses a textbook rental plan with the requirements, by law, to charge and collect a book fee. Students will not be denied educational services or academic credit due to the inability of parents/guardians to pay fees when a fee waiver has been granted. The full replacement cost of textbooks and other learning materials damaged or lost by the student will be charged to parents/guardians.

### **TEXTBOOK POLICY**

At the beginning of school, all books given to students will be valued as follows: NEW – GOOD – FAIR – POOR. When books are handed in, general evaluations will be made according to the initial evaluation.

Fines are as follows and include Library books:

Markings – pen – markers, etc...	\$1.00 to cost of book
Torn pages	\$1.00 to cost of book
Water soaked	\$2.00 to cost of book
Damaged covers	\$2.00 to cost of book
Broken spine	\$3.00 to cost of book
Lost book	Cost of book

### **TORNADO WARNING**

If a tornado watch or warning is in effect in the morning before school begins, the school will not operate that day. When a tornado WATCH is in effect for the area during school hours, regular dismissal will proceed as scheduled, unless cloud conditions indicate a nearby storm.

School will NOT be dismissed during a tornado WARNING for the area, nor will buses be sent out. During a WARNING parents may sign out a student and take him/her home; otherwise students will be taken home by bus when it is deemed safe and the WARNING has been lifted. More detailed procedures are found in the District's *Crisis Management Plan*.

### **TRANSFER/WITHDRAWAL FROM SCHOOL**

Parents/guardians leaving the community are asked to notify the school of their moving date and the name, if known, of the school the student will attend. Students are to return all books and pay all outstanding fees before leaving school. Parent(s)/guardian(s) are required to sign a withdrawal and release of information form so records may be sent to the student's new school.

## **TRANSPORTATION**

Free transportation to and from school is provided to all students living one and one-half miles or more from school and to students living within in one and one-half miles in areas the State of Illinois has determined dangerous for students to walk.

## **TRUANCY**

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student's attendance. Further, the Board recognizes the following definitions:

Truant -- a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause -- a child may be absent from school because of illness, observances of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

The following supportive services may be offered to a student who is experiencing an attendance problem: parent-teacher conferences; counseling services by social worker; counseling services by psychologist; alternative educational programs.

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and inappropriate behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the Juvenile Officers of the local police department or the Truant Office of the educational Service Center. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performances of their duties.

In accordance with The School Code of Illinois, no punitive action, including out-of-school suspension, expulsions or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

## **VISITORS**

Shirland Community School District 134 encourages visits by Board of Education members, parent(s) / guardian(s), citizens of the community, and taxpayers to Shirland School. All visitors must report to the Principal's office to register as a visitor. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

Any staff member may request any person entering the school building or grounds to identify himself/herself and state the purpose of his/her entry onto school property. A person who refuses to provide such information is guilty of a Class A misdemeanor. The Superintendent/Principal or his designee shall seek the immediate removal of any person who:

1. Refuses to provide identification or provide the purpose of his/her entry.
2. Interferes with, disrupts, or threatens to disrupt any school activity or the learning environment.
3. Engages in an activity in violation of Board policy or the Student-Staff-Parent Handbook.

### ***Prohibitions***

Individuals granted visiting rights to the school building and grounds are prohibited from advertising, commercial promotion, political activity, and loitering on school property.

Commercial/Political Activities:

Staff, students, parents, and visitors are prohibited from promoting the identification of the school with the promotion of any commercial or political enterprise. This is not to prohibit the sponsoring or broadcasting of school-sponsored or school-related events by commercial enterprises.

### **Denial of Access**

If the Superintendent/Principal determines that the conduct of a visitor warrants denial of access, the Superintendent/Principal will notify the person(s) in writing that access to the school buildings and grounds is denied. The written notice will state that access will be denied for a period of up to one year and the reasons therefore.

If the visitor objects to the denial of access by the Superintendent, he/she may appeal the decision within ten days of receipt of the notification to the Board of Education. The request for a hearing before the Board of Education must be made in writing. The said hearing shall be held before a hearing officer appointed by the Board who shall conduct a hearing and render a report including findings of fact to the Board of Education. The Board shall consider said report and may affirm, reject, or modify the decision of the Superintendent.

Final written communication to the person(s) denied access to the school and school grounds will include a statement that clearly states that failure to adhere to the prohibition will result in immediate arrest for trespassing.

**INTERNET ACCEPTABLE**

I have read the Shirland School District Internet Use Agreement and understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action.

User's Full name (print):

\_\_\_\_\_

User Signature:

Date:

\_\_\_\_\_

Parent or Guardian: As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Shirland School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Shirland School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to let my child explore the Internet.

Parent/Guardian's signature:

Date:

\_\_\_\_\_

**PARENTS ACKNOWLEDGMENT OF HANDBOOK**

PARENTS: Please sign this page and return it to school. Thank you.

I have read the Parent-Student Handbook and reviewed its contents with my child. I will support the school in its efforts to enforce these rules and regulations.

Student's Name: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_