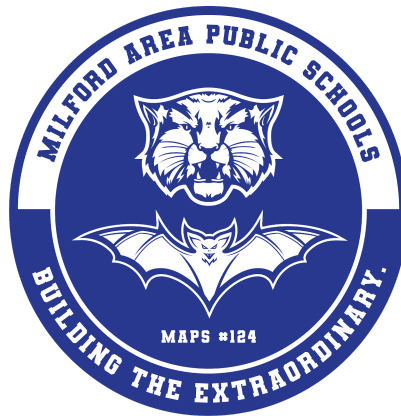


Milford Area Public Schools District  
#124  
Milford Grade School  
Student Handbook  
2023-2024



Home of the Bats

100 S. Chicago St. Milford, IL 60953

Phone: 815-889-4174 Fax: 815-889-5503

[www.mpsk12.org](http://www.mpsk12.org)

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## **Mission Statement**

Welcome to Milford Area Public Schools. From our graduating seniors to our youngest kindergarteners, from educators and parents to our greater community, we dream big—and follow through.

We don't accept the status quo.

Instead...

We find a way.

We persevere.

We grow.

We succeed.

We flourish.

We are extraordinary.

Milford Area Public Schools

Building the extraordinary.

## **Milford Grade School Goals**

### **Reading Goal:**

**By May, 70% of all students and 80% of all CWD (Children With Disabilities) will meet their end of the year Scale Score goal in Reading as set in Renaissance Learning**

### **Math Goal:**

**By May, 70% of all students and 80% of all CWD (Children With Disabilities) will meet their end of the year goal SS in Math as set in Renaissance Learning.**

### **Parent Involvement:**

**By May, 100% of teachers will utilize one form (of 2 options- Dojo and Skyward) of electronic communication with families (Dojo/Skyward) AND phone communication that builds trust and positive relationships. This communication includes: positive feedback (behaviorally and academically) AND information about the instructional programs in order to score “Exemplary” on the Illinois Quality Framework Rubric.**

### **School Colors**

Primary- Irish Green

Secondary- White

Accent- Black

### **School Website**

**[www.mpsk12.org](http://www.mpsk12.org)**

### **Doors Open for the Following Events:**

Open Houses open at the start time

Winter and Spring Concert 30 minutes before

Home Games 30 minutes before

### **Milford Grade School Song**

Cheer, Cheer, for Old Milford Grade

We've got the best team ever made

If they'll just get in and fight

We're sure to win this game tonight

Yes we will win this game tonight

If they will just get in and fight

See how strong and brave they are

They're the students of Milford Grade

## **SECTION 1- GENERAL SCHOOL INFORMATION**

### **WELCOME AND PURPOSE OF THE HANDBOOK**

Welcome to Milford Area Public Schools District #124. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, the administration, and the citizens' advisory committee. This information was carefully prepared and presented so that it would be of great value to you.

The ultimate purpose of education is to help each student become an effective citizen, and we hope that you will participate in our varied activities. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the MAPS #124 Office. The Superintendent, with input from the parent-teacher advisory committee, shall prepare discipline rules implementing the District's disciplinary policies. These discipline rules shall be presented annually to the Board of Education for its review and approval. A student handbook, including District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or upon a student's enrollment.

### **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

*Cross Reference:*

*PRESS 4:180, Pandemic Preparedness; Management; and Recovery*

### **Faith's Law Notifications**

### **Employee Conduct Standards**

**School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.**

*Cross Reference:*

*PRESS 5:120, Employee Ethics; Conduct; and Conflict of Interest*

*PRESS 5:120-AP2, Employee Conduct Standards*

### **MAPS #124 BOARD OF EDUCATION**

Mary Ronna	President
Jeff Mabbitt	Vice - President
Donna Hiltz	Secretary
Josh Harris	Member
<b>Darren Bakken</b>	<b>Member</b>
Justin Lavicka	Member
Jodie Havens	Member

**Milford Grade School Office Staff**

Dr. Michele Lindenmeyer

Michelle Sobkoviak

**Tami Harwood**

Jill Brown

Clint Schwartz

Melissa McEwen

Jennifer Van Hoveln

Dawn Teig

Superintendent

Principal

**Head Teacher**

Guidance Counselor

Athletic Director

School Nurse

Administrative Assistant/Registrar

Attendance/Teacher Aide

**Professional Staff**

Jessica Frerichs

Kendall Boudreau

Lisa Homerding

Kristi Liefer

**Jacy Rush**

**Emily Coffey**

**Jenny Rutledge**

**Brenna Schroeder**

Michelle Schoolman

**Nickie Carson**

Shauna Fleming

Emily Tuttle

Kaity Johnson

**Ariel Reeves**

Clint Schwartz

Dexter Cheever

Heather Bernard

Kathy Brown

Kristine Van Hoveln

Jackie Bell

Clinton Liefer

**Aileen Garofil**

**Maria Ison**

**Ashley Clemmons**

Kayla Gretencord

Faith Grace

**Marlynn Luhrsen**

Sara McTaggart

Sandra Hamende

Mitzi Fox

Jill Brown

Sarah Swartzentruber

Erin Watts

Kena Clark

Pre-school

Pre-school

Kindergarten

Kindergarten

**First Grade**

**First Grade**

**Second Grade**

**Second Grade**

Third Grade

**Third Grade**

Fourth Grade

Fourth Grade

Fifth Grade

**Fifth Grade**

K - 8 Computers

6 - 8 Computers

Title I/ K-8 Reading/ELL

6 - 8 Social Studies

6 - 8 Science

7/8 English Language Arts

6/8 English Language Arts

**6/8 Math**

**6/7 Math**

**K-8 Math RTI**

**K-8 PE**

6-8 PE/Health

Elementary/Intermediate Resource

**JH Resource**

Speech

K - 5 General Music/5-8 Band/6 - 8 Chorus

K-8 Art

MGS Guidance Counselor

MHS Guidance Counselor

MAPS Social Worker

Technology Administrator



**Auxiliary Personnel**

Leslie Banning	Payroll/Benefits
Dawn Teig	Teacher Aide/Attendance Officer
Jennifer Van Hoveln	MAPS #124 Recording Secretary
Rhonda Leitz	Teacher Aide/Bus Driver
Cherie Flaherty	Teacher Aide
Nancy McKenna	Teacher Aide
Tammy Kunce	Library Aide
Haley St. Germain	Teacher Aide/Crossing Guard
<b>Jennifer Pfeiler</b>	<b>Teacher Aide/Crossing Guard</b>
<b>Kathy Styck</b>	<b>Teacher Aide</b>
<b>Jayde Craighead</b>	<b>Teacher Aide</b>
Ashley Mathews	Teacher Aide
Janice Miller	Head Cook
Carol Highfill	Cook
Bobbie Jo Sanford	Cook
Wade Clemmons	Facilities Manager
George Runkle	Custodian
Adam Shoufler	Custodian
Lori Curtis	Custodian
Deb Dawson	Custodian
Marilyn Hollen	Custodian
Chuck Grant	Custodian
Steve Adsit	Custodian
Tanya Eilts	Bus Driver
Karen Bolen	Bus Driver
Craig Cheever	Bus Driver
Randy Buhrmester	Bus Driver
Gary Rascher	Bus Driver
Bill Daugherty	Bus Driver

**Coaching/Activities Staff**

Athletic Director	Clint Schwartz	Boys Baseball	Greg DeWerff
Girls Softball	Alyse Morefield	Asst. Baseball	BJ Bushnell
<b>Asst. Softball</b>		7 <sup>th</sup> Boys Basketball	Dexter Cheever
8 <sup>th</sup> Girls Basketball	Clint Liefer	8th Boys Basketball	Clint Liefer
7 <sup>th</sup> Girls Basketball	Jenny Rutledge	JH Boys Track	Clint Liefer
7 <sup>th</sup> Girls Volleyball	Ashley Clemmons	Cheerleading	Kristi Liefer
8th Girls Volleyball	Kaitly Johnson	Speech	Heather Bernard
JH Girls Track	Dawn Teig	Co-Student Council	Kathy Brown
Co-Student Council	Jackie Bell	Play Director	Faith Grace
Asst. Play Director		Scholastic Bowl	Jennifer Van Hoveln

## DAILY SCHEDULES

### JUNIOR HIGH

Breakfast 7:45

Town students must be finished and out of the cafeteria by 8:00.

**7:45 - 8:00 AM**

**Homeroom**

**8:00 - 8:43**

**Period 1**

**8:45 - 9:28**

**Period 2**

**9:30-10:12**

**Period 3**

**10:14-10:44**

**Period 4**

**10:46 -11:29**

**Period 5**

**11:31-12:14**

**Period 6**

**12:16 -12:50**

**Period 7**

**12:50 -1:30**

**Lunch**

**1:32 - 2:15**

**Period 8**

**2:17 - 3:05**

**Enrichment/Cross Curricular**

### GRADES 1-5

Breakfast 7:45

Town students must be finished and out of the cafeteria by 8:00.

7:45

Enter HS building and go to breakfast or gym only

**8:00**

**Tardy bell; Students must be in the classroom**

8:15-11:20

Block Instruction

11:15-11:55

Kindergarten Lunch/recess

11:45-12:25

1<sup>st</sup> grade lunch/recess

11:55-12:35

2<sup>nd</sup> grade lunch/recess

12:00-12:40

3<sup>rd</sup> grade lunch/recess

12:05-12:45

4<sup>th</sup> grade lunch/recess

12:10-12:50

5<sup>th</sup> grade lunch/recess

12:50-3:05

Block Instruction

3:05

Dismiss Bus Students

3:10

Dismiss Parent Pick-up/Town Students

### IMPORTANT DATES

**Wednesday**

**August 16, 2023**

**First Day of School**

**Monday**

**September 4, 2023**

**Labor Day**

**Monday**

**October 9, 2023**

**Columbus Day**

**Wednesday**

**November 22, 2023**

**Thanksgiving Vacation**

**Thursday**

**November 23, 2023**

**Thanksgiving Vacation**

**Friday**

**November 24, 2023**

**Thanksgiving Vacation**

**Friday**

**December 22, 2023**

**Winter Break**

**Monday**

**December 25, 2023**

**Winter Break**

**Tuesday**

**December 26, 2023**

**Winter Break**

**Wednesday**

**December 27, 2023**

**Winter Break**

**Thursday**

**December 28, 2023**

**Winter Break**

**Friday**

**December 29, 2023**

**Winter Break**

**Monday**

**January 1, 2024**

**Winter Break**

**Tuesday**

**January 2, 2024**

**Winter Break**

**Wednesday**

**January 3, 2024**

**Winter Break**

Thursday	January 4, 2024	Winter Break
Friday	January 5, 2024	Winter Break
Monday	January 8, 2024	Teachers Institute
Monday	January 15, 2024	Martin Luther King Jr. Birthday
Monday	February 19, 2024	President's Day
Monday	March 25, 2024	Spring Break
Tuesday	March 26, 2024	Spring Break
Wednesday	March 27, 2024	Spring Break
Thursday	March 28, 2024	Spring Break
Friday	March 29, 2024	Spring Break
Monday	April 1, 2024	Spring Break
Wednesday	May 22, 2024	Last Day of School*

\*Subject to change due to snow, fog, etc. days

### School Improvement Days

We also have (4) four School Improvement days in which our grade school is dismissed at 11:30 A.M.

Friday, September 15, 2023

Friday, January 26, 2024

Friday, October 20, 2023

Friday, April 19, 2024

### Parent/Teacher Conferences

Thursday, November 2, 2023 4:00- 8:00 PM

Tuesday, November 7, 2023 4:00-8:00 PM

### Early Release Days

Students will be dismissed at 2:15 p.m. on these days:

Wednesday, August 16, 2023

First Day of School

Tuesday, November 21, 2023

Thanksgiving Break

Thursday, December 21, 2023

Winter break

Friday, March 22, 2024

Spring Break

Wednesday, May 22, 2024

Last Day of School\*

\*Subject to change due to snow, fog, etc. days

### Curriculum Days

Curriculum Days will only be held the FIRST Wednesday of the month (except January and May).

School begins at 9:00 a.m. and buses run on a 1 hour delay.

September 6, 2023

October 4, 2023

November 1, 2023

December 6, 2023

February 7, 2024

March 6, 2024

April 3, 2024

## **Illinois Assessment of Readiness (IAR) and Illinois Science Assessment (ISA) STATE TESTING**

**DATES:** The IAR testing dates for grades 3 through 8 will take place April 8-19, 2024 for the 2023-2024 school year. The ISA testing dates for 5th and 8th grade will take place March 18-22, 2024 for the 2023-2024 school year.

### **School Visitors**

We are very happy to have parents at school. It is a sign of interest in their child's performance as well as the school. However, all visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform the office of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. If non-enrolled children are visiting, their attendance needs to be pre-arranged with the teacher and the administration.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference: PRESS 8:30, *Visitors to and Conduct on School Property*

### **Chaperones**

Parents are the first choice for chaperones for field trips and each trip has a limited number of spaces available for chaperones. Teachers will determine the number of chaperones needed for each field trip and will notify parents if they are selected to be a chaperone.

When chaperoning a field trip, parents will be required to supervise a group of students, abide by all school rules/policies, and must be willing to take direction from the teacher. In addition chaperones will be required to pay any fees for the trip and may not bring other children or adults not chaperoning along. Bus transportation for chaperones is not guaranteed and depends on student numbers. Please plan on providing your own transportation.

Overnight chaperones will be required to have a background check, paid for by the district, turned in two weeks prior to the trip.

### **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact, Michelle Sobkoviak, Principal.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### **Animals on School Property**

In order to help in student health and safety, no animals are allowed on school property without approval from the administration. Please do not bring animals to extracurricular events including football, baseball, and softball games and track meets. An exception to this may be: a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize

parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact Mrs. Sobkoviak.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference: PRESS 6:250, *Community Resource Persons and Volunteers*

### **Lost and Found**

All lost and found items should be turned into and claimed at the office. Each quarter, students will be given the opportunity to go through the Lost and Found to retrieve their lost items. At the end of each quarter, items not claimed will be donated to a local charity. Parents are encouraged to label students' jackets, sweatshirts, lunchboxes, and other important items to avoid loss.

### **Invitations & Gifts**

Students are not allowed to bring in and pass out invitations, gifts, or treats unless all students in that class receive one. School law prohibits the distribution of student names and addresses.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to local radio stations to be advised of school closings or early dismissals. Radio stations WHPO 100.9 of Hoopston, WGFA 94.1 of Watseka and WCIA Channel 3 will announce the cancellations when necessary. Please refrain from calling the school and radio stations so that phone lines can be kept open to notify others as needed. MAPS #124 will also send out a School Messenger notification with information regarding closings or delayed start times.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

**NOTE:** During the County Tournament or State Tournament, open gym (for participants of that scheduled event) may be held, provided permission from the principal has been obtained and weather permits. The athletes will not be required to attend. Tournament games may be played when school is not in session, if weather permits.

Cross-Reference: PRESS 4:170, *Safety*

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference: PRESS 4:110, *Transportation*

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if

they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify Mrs. Sobkoviak at (815) 889-4174.

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

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

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

*Cross Reference:*

*PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program*

*PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program*

### **Care of Students with Diabetes**

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

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

## **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, can be obtained from the school office.

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

## **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross Reference:

PRESS 7:160, *Student Appearance*

## **Grooming Behaviors, and Boundary Violations, Awareness and Prevention of Child Sexual Abuse**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

## **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

### **Physical signs:**

- [Sexually transmitted infections \(STIs\)](#) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

### **Behavioral signs:**

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

### **Emotional signs:**

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image



- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes

- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

*Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

*Cross Reference:*

*PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*

*PRESS 5:120-AP2, Employee Conduct Standards*

*PRESS 5:120-AP2,E, Expectations and Guidelines for Employees and Students*

## **SECTION 2- ATTENDANCE AND PROMOTION**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

### **Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/ guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

## **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

*Cross-reference: PRESS 7:70, Attendance and Truancy*

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who become chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

With the aforementioned in mind, it is the goal of Milford Grade School to have each of its students reach the 95% attendance mark; therefore, students at Milford Grade School may not miss over 5 days of school during the course of a semester. Any student who is absent for **fifteen (15)** consecutive days without authorization will be dropped from Milford Grade School.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

*Cross-reference:*

*PRESS 7:70, Attendance and Truancy*

### **Tardiness**

Students are to be in their assigned classroom and in their proper seat before the 8:00 AM bell rings. Failure to do so is considered tardiness. After a K-8 student is tardy for the 3rd time, he/she will not have recess (each time they are tardy) for the remainder of the semester. These accumulated tardies are eliminated and start at zero for the 2nd semester. The (Jr. High) classroom teacher will deal with tardiness to each period; three tardies to class will be a detention. Student's that are tardy to school must be signed in by a parent/guardian in the MGS office upon arriving at school.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction/Observation*

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. If an excused absence is granted, the student has 2 days for each missed absence to make up work. In order to receive credit for missed work if the student is suspended from school, the work must be turned in on the day the student returns to school. Students who are unexcused from school will not be allowed to make up missed work. If parents request missed work while a student is absent, we ask that parents call by 9 a.m. We will make every effort to have the work in the office no sooner than 3:00 p.m. on the requested day. 24 hour notice is appreciated.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact Mrs. Sobkoviak.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

### **Exemption from Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. **Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.**

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in this handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: the time of year when the student's participation ceases; and the student's class schedule.

Cross Reference:

PRESS 7:260, *Exemption from Physical Education*

### **Grading and Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.

Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score; in some instances the letter grades for each nine weeks may be used to calculate a student's final grade.
- The teacher agrees to allow the student to do extra work that may impact the grade
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the recorded change. The A-F point scale is used to ensure that only 25% of a student's grade each quarter may be used for promotion. Mid-term reports for students in grades 1-8 are available upon request, otherwise parents can check grades online through Skyward. The link is on the school's website.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. All students in District #124 must pass ELA and Math in order to be promoted to the next grade level. In addition, please note the following grade level-specific requirements:

**Kindergarten:** A student must possess all the necessary skills to begin 1st grade.

**First Grade:** A student passes yearly average in ELA and Math

**Second-Eighth Grade:** In addition to ELA and Math a student must pass two of the following: science, social studies, PE.

**Students with IEPS promotion policy:**

Retention of any student with a disability will be determined by her or his IEP team. No student with a disability shall be retained if her or his achievement is commensurate with her or his ability.

**Students in the Rtl process promotion policy, taken from the Rtl Policy and Procedure Manual from ISEA (RtlPPM):**

Although some people view Rtl as a general education initiative (**RtlPPM** p. 12), the practice of Rtl is a required process for special education eligibility decision-making (CRF 300.309 and 23 IAC 226.130) (**RtlPPM** p. 6). Students are no longer eligible for special education simply because they are behind peers. Students may be behind for reasons other than having a disability. Some may have lacked the opportunity to learn or have lacked explicit, systematic

instruction. The goal of Rtl is to provide special education for those with a true disability and those that need similarly intensive instruction to make adequate progress (**RtlPPM** p. 6).

According to school code, retention of students in special education is an IEP team decision. Given this information and the information above regarding the relationship between Rtl and special education, students who are in the Rtl process and are making adequate progress (as described in their intervention plan developed by the Rtl team), will not be retained.

**Other Promotion Considerations**

Assessments that *may* be used to determine promotion/retention in grades 1-8 are: District Assessment scores for test 3 or 4 and PARCC or other assessments as determined by the administration. The administration will determine remedial assistance for a student who is not promoted.

**Eighth Grade Promotion Assembly**

Students in 8th grade that meet the requirements of promotion will be eligible to participate in the end of the year promotion assembly. The assembly will take place during the regular school day as per District #124 Board of Education decision in 2015. Details will be sent home in May of each school year with information regarding the assembly.

**Grading Scale**

The following is the grading scale used in grades 1-8 at MGS:

A	92-100	D	73-65
B	91-83	F	Below 65
C	82-74		

## Honor Roll- Junior High

An honor roll will be published at the end of each nine weeks indicating those students who have made significant academic progress during the past grading period. Honor Roll will be based on all classes that receive grades. Any D or F on a report card will prohibit a student from receiving an award. The categories of awards are as follows:

**Principal's Award:** Students who earn a 4.0 in all classes (Students who receive this award at least one time throughout the year will be invited to the Principal's Breakfast at the end of the school year.)

**High Honors:** Students who earn a 4.0 in all academic classes

**Honors:** Students who earn a 3.99-3.50 in all academic classes

**Honorable Mention:** Students who earn a 3.49-3.00 in all academic classes

**Improvement Award:** Given to students during 2nd and 3rd quarter. Students who improve one letter grade and do NOT go down a letter grade in any class.

**Perfect Attendance:** Students will be recognized each quarter at the assemblies. A certificate will be awarded to students who receive Perfect Attendance for the entire year. To receive this end-of-the-year award, students must be present all day everyday.

Cross Reference:

PRESS 6:280, *Grading & Promotion*

## Study Hall

Students in the junior high (grades 6-8) will be required to complete all work. The following has been implemented to help students to complete all work.

1. All students will have a mandatory 30 minute study hall each day of the week.
2. The purpose of this mandatory study hall is to provide additional time to complete work not finished the night before AND to provide additional instructional help, if needed.
3. The student will receive:
  - a. **1<sup>st</sup> Quarter- 92%** credit if the work is turned in **according to teacher preference** (for example, a student receives a grade of 75 on the late assignment-the recorded grade would be a **69** which is **92%** of the actual grade).
  - b. **2<sup>nd</sup> Quarter- 83%** credit for turned in and graded work the second nine weeks,
  - c. **3<sup>rd</sup> Quarter- 74%** credit for turned in and graded work for the third nine weeks
  - d. **4<sup>th</sup> Quarter- 65%** credit for turned in and graded work for the fourth nine weeks.

Again, in order for the student to receive partial credit, it must be turned in within 5 school days. This allows the student five study hall days or less, if it is a shortened week, to receive help that he/she may need to complete the work. If not completed in that time period, the student will receive a zero for the assignment.

## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. On an average night for the average student, a first grade student will have 10 minutes of homework, and at each subsequent grade level an additional 10 minutes of work should be expected. (For example, a 6th grade student should have approximately 60 minutes.) This will vary from night to night; however, on the average this is what will be expected of our students.

Students in grades 5-8 will receive a Daily Assignment Notebook to record their assignments for each class. The Daily Assignment Notebook should be taken to each class and students should write down all



assignments, even if the assignment was completed in class. This is a great communication tool between parent, student, and teacher. Please check Assignment Notebooks nightly.

**Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.**

Students who lose, damage, or deface their assignment notebook will be responsible for purchasing a new one from the school. Failure to bring the Daily Assignment Notebook to class may result in one academic detention.

### **SECTION 3- STUDENT FEES AND MEAL COSTS**

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extra curricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guideline with the same limits based on household size, that are used for the federal free meals programs.
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to Mrs. Sobkoviak.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

### **School Breakfast and Lunch Program**

Breakfast is served every school day from 7:45 a.m. to **8:00 a.m.**

A student may purchase breakfast for **\$1.00**.

A student may bring a sack lunch from home or may purchase a school lunch for **\$2.20** or milk for **\$.40**.

Lunch is served at the following times:

K- 11:15 a.m.	5th- 12:25 p.m.
1st- 11:45 a.m.	8th- 12:50 p.m.
2nd- 11:55 a.m.	7th- 1:00 p.m.
3rd- 12:05 p.m.	6th- 1:06 p.m.
4th- 12:15 p.m.	

No lunch is served on SIP days (11:30 dismissal).

After the second week of school, students will not be allowed to charge his/her lunch or breakfast after they have charged more than \$5.00. Free or reduced price meals are available for qualifying students.

For an application, contact the MGS office.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

### **Lunch Procedures/Expectations:**

Students are expected to follow the cafeteria rules. Disciplinary action will be taken if rules and common courtesies are not followed.

- Students will stand in line and keep hands to themselves.
- Students will talk using an appropriate voice level.
- Students will wait to be dismissed when they are finished.
- Students will take all of their trash when dismissed.
- Students will only eat food inside the cafeteria, unless it has been approved by an adult and is supervised.
- Students will **WALK** directly to the playground or gym when dismissed. Students will not be allowed to roam the hallways or go back into classrooms.
- Students may only leave the supervised playground or gym when given permission by the adults on duty.
- Students will obey all playground/gym rules.
- Students will respect all adults.
- Students will line up after the first whistle.

Students having assignments or who need to sit out for disciplinary reasons may be required to remain in their classroom or other appropriate room. Gym shoes are required if recess is inside in the gym.

## **SECTION 4- TRANSPORTATION AND PARKING**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living within the designated areas and for extracurricular trips. A list of bus stops has been determined by the district and parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up and dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in writing in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building assistant principal or principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Mrs. Sobkoviak.

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A written report will be sent home if a student fails to comply with the bus regulations. This may result in change in seating assignment, temporary suspension from the bus, or permanent removal from the bus (upon recommendation from the Superintendent, Principal, or Assistant Principal). A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

Most of the time, depending on the infraction, the student will be warned the first two times in writing and the third infraction will result in suspension from all riding privileges for three days, five days, ten days or referral to the school board for possible removal for the remainder of the year.

If the student receives a temporary bus suspension, the student is still expected to attend school. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be on time at the designated bus stop. Wait until the bus comes to a complete stop before boarding and do not move toward the bus when boarding at school until the bus stops completely and the door is open.
2. Once a student boards the bus on the AM route, the student is not to leave the bus without proper parental permission. The bus driver needs to speak with the parent or guardian in order for the student to get off the bus prior to arriving at school. If the student leaves the bus without following these procedures, he/she may be subject to discipline for inappropriate bus conduct.
3. Help keep the bus clean. Take all your belongings with you. No eating, gum chewing or drinking allowed on the buses.
4. Loud talking, unnecessary laughing and general confusion are very distracting to the driver and could result in an accident. Use normal conversational tone while riding.
5. Treat the bus equipment as you would valuable furniture in your home. Students will be responsible for any damage.
6. Keep all objects out of the aisles while the bus is in motion.
7. Never leave your seat when the bus is in motion.
8. Be courteous to fellow students and to the bus driver.
9. Everyone is to be absolutely quiet when approaching a railroad crossing.
10. In case of an emergency, remain in the bus until the bus driver gives you directions.
11. Be alert to a danger signal from the driver during the bus trip.
12. Bus drivers will only stop at regular bus stops unless they have proper authorization from the school.
13. Everyone is to keep their hands to themselves: No fighting- verbally or physically at anytime.
14. Students that are K through 8th will sit in the front of the bus and high school students will sit in the back of the bus. The bus drivers will assign seats.
15. No balloons or glass vases are allowed on buses.
16. Headphones are allowed as long as they cannot be heard by anyone else.
17. When students arrive, go directly into the school.
18. Students should be dressed appropriately when riding the bus in cold weather.
19. Cell phones are not to be used without permission. They may be used for an extracurricular event to notify parents of approximate time of arrival. Cell phones are never to be used to take pictures or video.
20. Also see Board Policy 7:220
21. No littering (throwing things out the window).

**Parking**

Visitor parking for MGS is located in the front parking lot. To ensure the safety of our students, especially during recess times and other outside activities (PE, etc.), please do not use the West parking area (up the hill in back of Milford Grade School) during regular school hours. Afternoon preschool will pick up and drop off in the front of the school.

**Student dropoff and pickup is not permitted in the North lot before or after school. Dropoff and pickup should occur in the circle drive.**

**Vehicles MAY NOT be parked or located in the bus lane or fire lane at ANY TIME.**

## **SECTION 5- STUDENT HEALTH AND SAFETY**

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunization**

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100 *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

### **Screenings**

Milford Grade School will conduct hearing and vision screenings for students in certain grades each school year. The hearing and vision screenings are not a substitute for a complete evaluation by a doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

### **Accident Insurance**

The school provides you with the opportunity to purchase accident insurance at the beginning of each year. The school is not an agent of the company but merely provides the parents with the opportunity to purchase this program at a reduced rate. If your child is participating in extracurricular athletic programs, you are required to have student accident insurance or to have on file a signed insurance waiver indicating that the parent has sufficient insurance coverage for accidents. All accidents taking place on school property, during transit to school, or at school should be reported in written form to the office at the earliest possible time.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the school. This form shall be filed prior to dispensation of any medication to a student, and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

Medication must be brought to the school office in the original package or appropriately labeled container.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.



Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

## Head Lice

Milford Grade School will conduct periodic lice checks, beginning the first week of school and continuing throughout the year.

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written information to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Students will have no more than two excused days of absence to remedy the situation and will be rechecked after 7 days to insure that the problem does not reoccur.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

## RASHES

**Undiagnosed Rashes:** All students with an undiagnosed rash, that persists for more than 24 hours, must be seen by a physician and are required to present to the school a signed note stating that the rash is not contagious to other students. Students will have no more than 3 days excused for diagnosis. Absences for diagnosis after three will be unexcused.

**Diagnosed Rashes:** Students with the following physician diagnosed rashes must comply with the Illinois Communicable Disease Guidelines provided by the Illinois Department of Public Health.

1. **Scabies-** "Exclude case from school until the day after the first scabicide treatment."
2. **Chickenpox:** "Cases must be isolated and excluded from school for not less than five days after the eruption of the last vesicles or until all vesicles become dry."
3. **Impetigo:** "Exclude case from school until 24 hours after treatment begins."
4. **Ringworm:** "Exclude case from school until 24 hours after treatment begins and the lesion begins to shrink, unless the lesion can be covered; a child need not be excluded if lesion(s) can be covered."

All students diagnosed with other rashes will also comply with the Illinois Department of Public Health Guidelines

### **PINK EYE (CONJUNCTIVITIS)**

Students will be excluded from school until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.

All students with other health concerns or potential communicable diseases may be seen by the school nurse and appropriate recommendations will be made in accordance with the Illinois Department of Public Health.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify Mrs. Sobkoviak at (815) 889-4174.

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

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

Cross Reference:

*PRESS 7:285, Food Allergy Management Program*

### **Care of Students with Diabetes**

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

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

### **Care of Students with Asthma**

If your child has asthma and requires assistance with managing this condition while at school and at school functions, an Asthma Action Plan must be submitted to the building principal and nurse. Parents/guardians are responsible to have this action plan updated at least annually, if not more often during the school year as changes are needed or prescribed by a physician.

### **Guidance and Counseling**

The purpose of the School Counselor is to assist students with their social emotional, academic, and career needs. Milford Area Public Schools offers short-term individual and group counseling to students

when the need arises. Parents/guardians or school staff may refer students to the school counselor or students may request to see the school counselor themselves. Should it be determined by the school counselor and/or building principals that more extensive services are necessary, it will be the responsibility of the parent, with assistance from the counselor, to arrange for outside counseling services.

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

### **Safety Drill Procedures and Conduct**

**Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.**

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

### **Closed Campus**

In order to enhance student safety and provide adequate supervision of students during the school day, the campuses of District #124 are closed at all times. Students are permitted to leave school property during the day only under the following circumstances:

1. Scheduled medical appointments,
2. Lunch with parents, grandparents, legal guardians or other responsible parties approved by the administration, or
3. Other situations as approved by the administration.

In all cases, the parent, guardian, or grandparent must provide a written note indicating the date and reason the student needs to leave school. The student must be picked up and returned to school by the parent, grandparent, legal guardian or responsible party approved by the administrator.

### **Bicycles**

Students in grades 1-8 may ride their bicycles to school.

## **SECTION 6- DISCIPLINE AND CONDUCT**

### **Positive Student Behavior Incentives - Grades K-8**

Milford Grade School faculty and staff and the **BAT C.I.A (Community in Action)** will plan activities for students who exhibit positive student behavior. In order to participate in these activities, a student needs to show that they can Be Safe, Be Responsible, and Be Respectful on a consistent basis. Eligibility for these special activities will be determined on a quarterly basis.

MGS will implement PBIS and a Social Emotional Learning Curriculum, Second Step, to aid students in developing skills in Empathy and Communication, Problem Solving, and Emotion Management.

### **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:00 a.m. and students are dismissed by 3:15 p.m. each day.

The following items are not permitted at MGS:

- Ipods, MP3 players, electronic games, etc. These items may be used under the supervision of school personnel.
- Hats or other headwear- unless it is a school sponsored activity
- Skateboards, rollerblades, squirt guns, snowballs
- Food and pop without teacher approval
- Pagers, laser pointers, etc.
- Chewing gum
- Heelies
- Lighters and/or matches
- Other items that disrupt the educational process

### **School Dress Code**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoods, coats, bandanas, sweatbands, pajamas (unless school sponsored activity), and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing exposing the midriff area and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Shorts and skirts must come to the bottom of a student's fist when it is held down at the side.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Cross Reference:

PRESS 7:160, *Student Appearance*

### **Student Behavior**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be **powered-off and kept in the student’s backpack** during the regular school day unless:  
(a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials.  
Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any PDA (public display of affection), sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning



## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Loss of recess.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. No Contact Order.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **Detention at MGS**

Detentions may be given at the discretion of the faculty, staff, or administration. The person issuing the detention will make an attempt to contact the parent first by phone and then via email (if can't be reached by phone) to discuss the detention. The staff member will also send home the detention form. If the staff member is not able to reach a parent, he/she will leave a message and send the detention form home. In either case, the parent must sign and return the detention form.

**Academic detention:** Issued by the classroom teacher for reasons relating to school work/homework.

**Behavior detention:** Issued by faculty, staff or administration for reasons relating to the student's behavior and choice to not abide by the conduct rules of MGS stated in this section of the handbook. Students who accumulate three (3) behavior detentions will receive one (1) day of In-School Suspension. Detention is held on Tuesday and Thursday after school from 3:10 p.m. - 3:55 p.m. If parents are not able to arrange transportation, students may serve detention during lunch time. If this option is used, students will serve three lunch periods for each detention. Detention must be served on the first available day after the detention was issued.

If a student skips a detention, another detention will be issued and he/she will not be able to participate in any school activities until both the initial and the skipped detention is served.

### **Alternative Education**

At times it is unfortunate, but necessary, to exclude students from attending classes for disciplinary reasons. Alternative Education will be served at the discretion of the administration. Alternative Education may include, but not be limited to, time-out, office supervision, or in-school suspension. While serving Alternative Education, students will remain in their assigned area during class periods and will eat lunch in a designated area in the cafeteria or other specified location. Office supervisors will allow students restroom privileges as needed.

A student serving Alternative Education (office supervision or in-school supervision) may not participate in any extracurricular or athletic activity but may participate in a practice.

### **DISCIPLINE - Suspension**

The Superintendent, Principal, and Assistant Principal are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The students and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior to notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases the necessary notice and hearing shall follow as soon as feasible.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the Board of Education.
4. Upon request of the parents or guardian, a hearing shall be conducted by the Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience, insubordination, or misconduct of students shall include, but not be limited to, the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs, look-alike drugs and/or alcoholic beverages.
3. Injury, hazing, or threat of injury to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

The Superintendent or the Superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

### **DISCIPLINE - Expulsion**

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing, conducted by the Board or a hearing officer appointed by it. (In a report to the Board, the evidence will be presented at the hearing and the Board shall take such final action as it finds appropriate.)
2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a divided proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs, look-alike drugs, and/or alcoholic beverages.
3. Injury, hazing, or threat of injury to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

The Superintendent or the Superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

### **Reasons for In-School Suspension/Out-of-School Suspension/ Expulsion**

The reasons for In-School Suspension/Out-of-school Suspension /Expulsion may include but not be limited to the following:

- Drug/Drug Paraphernalia/Huffing (inhaling a substance)/Possession of marijuana including medical marijuana (medical marijuana is not allowed)/Alcohol Violation
- Smoking/Tobacco Violation/Electronic Cigarettes (E-Cigarettes) or Electronic Nicotine Delivery Systems (ENDS), Vape Pens, Hookah Pens, E-Cigars, E-Pipes, E-Hookahs, JUULS
- Fighting/Aggressive Behavior/Hazing/Bullying, including cyber bullying; harassing another student through the use of electronic communication, including but not limited to texting or the use of social networking sites such as Facebook, MySpace, and Twitter. These offenses may happen off campus and the student will be held accountable at school if there is a nexus to the school.
- Sexting: using an electronic device to take photographs/videos in locker rooms or bathrooms; creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting)
- Vandalism/destruction and or defacement of school property
- Skipping school/detentions/class, unexcused absences
- Lying
- Endangering the safety of others
- Gross disrespect towards employees/students-verbal or non-verbal disrespect, including language or gestures with intent to harm, aggravate, intimidate, and/or insult, including but not limited to swearing, gestures, defiance, sexual innuendo or comments or racism
- Excessive detentions
- Repeated incidents of disobedience or misconduct
- Gross misconduct/disobedience
- Verbal and nonverbal insubordination: refusal to give cell phone or other device including but not limited to: laser pointer, MP3 player, lighter, etc. to MHS staff.
- Possession, use, or distribution of a dangerous weapon/look-alike weapons (knives, guns, etc.)
- Stealing
- Leaving school without permission
- Inappropriate language
- False Fire Alarm
- Injury or threat of injury to any school district employee, official, or student including spitting, gleeking, or physical gestures or mannerisms that secrete any form of bodily fluids which could be considered a form of assault.
- Criminal damage/Infraction of Penal Code related to school
- Other such conduct that poses a danger to persons or property or disrupts the educational process
- Other actions that severely disrupt students, teachers, or the educational process
- Inappropriate gestures or behavior in group or individual photographs
- Accumulation of lunch detentions
- Unauthorized photography, audio or video recording this includes cell phones, cameras and other devices.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. **The use of prone restraint is prohibited.**

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang and Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the

student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Mrs. Michele Lindenmeyer  
208 S. Chicago St.  
815-889-5176

Complaint Managers:

Mrs. Michelle Sobkoviak  
100 S. Chicago St.  
Milford, IL 60953  
815-889-4174  
msobkoviak@mpsk12.org

**Mrs. Jill Brown**  
100 S. Chicago St.  
Milford, IL 60953  
815-889-4174  
**jbrown@mpsk12.org**

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Cross-references: PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

## **Harassment & Teen Dating Violence Prohibited**

### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### Nondiscrimination Coordinator

Mrs. Michele Lindenmeyer  
208 S. Chicago St.  
815-889-5176

### Complaint Managers:

Mrs. Michelle Sobkoviak  
100 S. Chicago St.  
815-889-4174  
msobkoviak@mpsk12.org

**Mrs. Jill Brown**  
100 S. Chicago St.  
815-889-4174  
**jbrown@mpsk12.org**

Cross-references: PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:185, *Teen Dating Violence Prohibited*



## **Uniform Grievance**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Board policy 7:10, *Equal Educational Opportunities* Board Policy 2:260, *Uniform Grievance Procedure*.

Any student or parent/guardian with sex equity or equal opportunity concern should contact: Michelle Sobkoviak or Colin Flaherty at Milford Grade School, 100 S. Chicago St., Milford, IL 60953, 815-889-4184.

Administrative Implementation: The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Uniform Grievance Procedure: A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Privacy ACT (GIPNA) 410 ILCS 513/and Titles I and II Of the Genetic Information Non-discrimination ct (GINA), 42 U.S.C. § 2000ff et seq. Employee Credit Privacy Act, 820 ILCS 70/.
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/ parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance

procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians; this includes mediation).

Right to Pursue Other Remedies Not Impaired: The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc.. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Right to Pursue Other Remedies Not Impaired: The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines: All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint: A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager, may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber bullying of students, the Complaint Manager shall process and review the complaint according to Board Policy 7:180; *Prevention and of Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board Policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation: The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing the complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints. If a complaint contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal: Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail, as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence standard*.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance shall not prejudice any part.

Appointing a Nondiscrimination Coordinator and Complaint Managers: The Superintendent shall appoint a Nondiscrimination Coordinator to manage the district's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Non discrimination Coordinator also serves as the Districts Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two complaint managers, one for each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of Nondiscrimination Coordinator and the Complaint Managers.

**Non Discrimination Coordinator:**

Dr. Michele Lindenmeyer  
208 S. Chicago St.  
Milford, IL 60953  
815-889-5176

### **Complaint Managers:**

Mrs. Michelle Sobkoviak  
100 S. Chicago St.  
Milford IL 60953  
815-889-4184

**Mrs. Jill Brown**  
100 S. Chicago St.  
Milford, IL 60953  
815-889-4184

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to pass all subjects- 8th grade end of year trip only
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

**Access to Student Social Networking Passwords and Websites**\_ School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. **School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.**

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and **kept in the student's backpack** unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **Headphones, earbuds, or similar devices are allowed at the discretion of the classroom teacher in the classroom only and must be connected/paired to the students Chromebook, not the student's personal phone or device.**

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention (K-4 loss of recess one week) will be assigned. The student will receive the device back at the end of the day in the school office.
3. Third offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Fourth offense- The device will be confiscated and the student's parent/guardian will be notified and required to pick up the device in the school office. An in-school suspension will be assigned and the student will be prohibited from carrying the phone during school. The phone must be turned in to the office each morning and picked up each afternoon.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

## **SECTION 7- INTERNET AND TECHNOLOGY**

MGS provides these policies in documents separate from this handbook.

### **Internet**

Each student and his/her parent must sign the “Student Authorization for Access to the Districts’ Electronic Networks” form and the “Acceptable Use Policy” before being granted access to the internet. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of forms will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student’s information or from engaging in targeted advertising using a student’s information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics

- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

Acceptable Use of the District's Electronic Networks: All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions: The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;

- F. Using the electronic networks for private financial or commercial gain;
- G. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the electronic networks to be private property.

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



Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

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

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

The information in the Student Authorization for Access to the District's Electronic Networks is an extension of the student handbook/employee manual and is not all inclusive. Administration reserves the right to make additions to these guidelines. The failure of any user to follow the terms of the Student Authorization for Access to the District's Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Consequences for failure to abide by these guidelines include, but are not limited to, loss of computer privileges, restricting use of email, loss of computer take-home privileges. Continued and/or severe violations of these guidelines may result in permanent loss of privileges.

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

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

## **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy

*Cross Reference:*

*PRESS 7:315 Restrictions on Publications; High Schools*

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

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
- f. Incites students to violate any Board policy.

- 7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

*Cross Reference: PRESS 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications, Elementary Schools  
PRESS 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications ; High Schools*

#### Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus: Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- 1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
- 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
- 4. Is reasonably viewed as promoting illegal drug use;
- 5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
- 6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus: A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

*PRESS 7:315 Restrictions on Publications; High Schools*

## **SECTION 8- SEARCH AND SEIZURE**

### **Search and Seizure**

In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal 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.

### **Students Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

*Cross-reference: PRESS 7:140, Search and Seizure*

### **Questioning Of Students Suspected Of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

*Cross-reference: PRESS 7:140, Search and Seizure*

**Use of Vape Detectors**

Vape detectors are installed in restrooms and locker rooms at Milford Grade School. These devices detect the presence of vape chemical compounds (including nicotine) as well as THC and cannabis. When a device is activated, MGS administration is alerted electronically and students found to be present in the restroom/locker room at the time of the alert can/will be searched under reasonable suspicion.

**Metal Detector Wand**

To maintain a safe and disciplined learning environment, MAPS District #124 reserves the right under reasonable suspicion to conduct student searches on school grounds and at school-sponsored activities on and off campus utilizing a metal detector wand device.

## **SECTION 9- ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

### **Extracurricular and Athletic Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities. District #124 is a member of the Illinois Elementary School Association and has agreed to adhere to its by-laws that pertain to student involvement in interscholastic competition. This includes age requirements, scholastic eligibility, and rules of conduct, which may include police reports filed against a student. **Athletes must be in attendance 150 class minutes to be eligible to participate in an IESA event. Students must arrive to school by 11:45 a.m. to cover the 150 class minutes.**

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof that the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must be passing all classes. Eligibility lists will be pulled on Friday at **11:30 AM**. Any student failing to meet academic requirements will be suspended from the sport or activity from Sunday through the next Saturday (7 calendar days). The administration or athletic director will notify the student and the parents of a student's ineligibility.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student serving Alternative Education (office supervision or in-school supervision) may not participate in any extracurricular or athletic activity but may participate in a practice.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## **Travel**

All students must travel to extracurricular and athletic activities with his or her team by use of school approved transportation. Exceptions to this would be for the following: solo and ensemble, music organizational contest, track meets, speech contests, and medical appointments and are all subject to approval by the administration.

Students may be signed out with the coach after an event by a parent/legal guardian. If a student will be leaving with someone other than the parent/legal guardian prior written approval must be given. Parents must fill out the approved form 24 hours in advance and turn it into the office. The administration will sign the form and give it to the coach. The coach can not approve this the night of the contest and oral permission can not be granted.

## **Home Games in Sheldon**

Because bus transportation is provided from Sheldon to Milford after home games and so that we can ensure all students are safe and accounted for, athletes must sign out from contests in Sheldon. Same travel rules apply as above.

## **Code of Conduct**

As already stated in this handbook, hazing and bullying are prohibited- including when participating in athletics and extracurricular activities. In addition, District #124 and the activity directors may prescribe additional regulations to its by-laws, including: drugs, alcohol, and tobacco and other rules that must be followed in order to participate in a specific activity. Parents will be made aware of these activity-specific rules at a parent meeting with the coach at the beginning of each season. Parents must sign off on the rules before a student can participate.

## **Hazing**

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate.

## **Bullying**

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.



### **Dress for Activities**

Milford Grade School students are representatives of our school at extracurricular events/contests and will be expected to dress appropriately. Coaches will inform students what the appropriate attire will be for their sport/activity. Parents will be informed of the expectations during the parent meeting at the beginning of each sport or before other extracurricular activities.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preference.

*PRESS 6:190, Extracurricular and Co-Curricular Activities PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities*

*PRESS 7:240, Conduct Code for Participants in Extracurricular Activities*

*PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities PRESS 7:300, Extracurricular Athletics*

### **Primary Sport Expectation**

There are times when sports/activities overlap throughout the year. The first activity that the student participates in is considered his/her primary activity. Therefore, if there are two extracurricular activities on the same night, the student would be required to attend the primary event. Exceptions may be made by school administration based on extenuating circumstances.

### **Sportsmanship for All**

It is important to remember that school athletics are learning experiences for students and mistakes are sometimes made. Parents and staff need to praise student athletes in their attempt to improve themselves as students, as athletes, and as people.

During contests, some examples of showing sportsmanship are:

- Understanding that officials are doing their best to promote the student/athlete and admiring their willingness to do that in full view of the public.
- Using cheers that uplift the teams/individuals involved.

A ticket to the game is a privilege to observe the contest. Please be respectful and refrain from verbally assaulting others: other fans, umpires/referees, coaches, etc.

If a spectator or participant is found to be in gross violation of the ethics of competition or the principles of good sportsmanship, he/she may be barred from interscholastic athletic contests or other events, either as a participant or spectator, or both. This person may also be required to meet with the Board of Education.

Lastly, the use of any controlled substances (alcohol, drugs, etc.) before, during, or after (on or near the site of) the event will not be tolerated.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Dances are made available for 6th -8th grade students throughout the year (5th grade students are invited to attend the last dance if they are eligible). Incentive criteria are set for each dance and include discipline, grades, and attendance. Students are informed of their eligibility by the Thursday before the Friday dance.

Only students who attend Milford Grade School may attend school-sponsored dances and all school rules, including the school's discipline code, cell phone policy and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Students may only arrive late or leave early if they are signed in/out by a parent/guardian.

Cross-references:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

### **Attendance at District Sponsored Events**

Attendance at district sponsored events is a privilege and all MGS students are encouraged to attend. When attending athletic events, students should sit in the designated student section or with parents/guardians. When attending any district sponsored activity, students are expected to watch the event and refrain from horseplay in lobbies, hallways, parking lots, or any other area. Students should remain in/at the venue during the time the event is taking place. MGS students are expected to support their peers in their endeavors by watching, cheering, and engaging in the activity in an appropriate manner. Students displaying and/or engaging in inappropriate behavior at these events may be subject to disciplinary action as outlined in this handbook. A student must also be in attendance during the school day to attend a district sponsored activity unless otherwise approved by administration prior to the event taking place.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross Reference:

PRESS 7:305, *Student Athlete Concussions and Head Injuries*

## SECTION 10- SPECIAL EDUCATION

### **Education of Children with Disabilities**

It is the intent of District #124 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, **except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year.** It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:  
Michelle Sobkoviak, Principal  
815-889-4174

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs of facilities.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP, E1

### **Discipline of 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 School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education 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.

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference:

PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross Reference:

PRESS 7:340-AP1, *Student Services Records*

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

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

For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

## **SECTION 11- STUDENT RECORDS AND PRIVACY**

### **Student Privacy Protections**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **Surveys by Third Parties**

##### **Before a school official or staff member administers or distributes a survey or evaluation**

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights

to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 days, the principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district

that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.



7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Officer  
400 Maryland Avenue, SW  
Washington DC 20202-8520

Cross-reference:

PRESS 7:340, *Student Records*

### **Access by School Employees and Officials**

Access to student records without parental consent is afforded to school, School District, or Illinois State Board of Education employees or officials who have a legitimate educational or administrative interest in the student. A school or School District "official" is a person serving on the Board of Education, an employee of or consultant to the Iroquois Special Education Association, or a person or company who performs a service or function for which School District employees otherwise would be used. This includes, but is not limited to, attorneys, auditors, medical consultants, therapists, other professionals (e.g., professionals who are retained to assist with screening or evaluation of children with known or suspected disabilities or the development, determination, or provision of programs or services for children with disabilities, etc.), web-based educational applications, programs, and service providers, and data analysis/reporting firms. A school or School District official has a legitimate educational or administrative interest if the official needs to receive or review a student record or release/exchanged information from a student's record in order to fulfill his/her professional responsibility or to perform the service or function.

## **SECTION 12- PARENTAL RIGHT NOTIFICATIONS**

### **Curriculum**

The curriculum shall contain instruction on subjects required by State Statute or regulations. This policy, which contains waiver information can be found in Board Policy 6:60AP and 6:60E at the District Office.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-8 will take the IAR test in March or April. Parents are encouraged to cooperate in preparing students for the IAR test, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference:

PRESS 6:340, *Student Testing and Assessment Programs*

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

### **Family Life and Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of IDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Michelle Sobkoviak at (815) 889 - 4174.

Cross Reference:

6:160, *English Learners*

### **School Visitation Rights**

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

Cross-References:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

### **Hazardous and Infectious Materials**

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials.

### **Asbestos Management Program**

Milford Area Public Schools #124 maintains and follows an Asbestos Management Plan to provide for containment of asbestos/asbestos fibers to ensure the safety of all students and employees in the district. The plan is kept in the district office and is available for public inspection by appointment.

### **Wellness Policy**

The district's wellness policy is updated annually. Please visit [www.mpsk12.org](http://www.mpsk12.org) to view the district's wellness policy.

### **Title I**

Schools receiving Title I funds must adhere to the board policy regarding Title I. This policy may be found at the district office.

### **Parental Involvement**

In order to assure collaborative relationships between students' families and the School Board and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the School Board and District personnel.
4. Seek input from parent(s)/guardian(s) on significant school-related issues.
5. Inform parent(s)/guardian(s) on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

### **Pesticide Application Notice**

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

**Dr. Lindenmeyer**

815-889-5176

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

Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Ground*

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:

PRESS 5:90, *Abused and Neglected Child Reporting*

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. The unsafe school

choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Cross-References: PRESS 4:170, *Safety*

### **Sex Offender Notification Law**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

Cross-References:

PRESS 4:170-AP2, *Criminal Offender Notification Laws*

### **Sex Offender and Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross Reference:

PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*

## **Parent Notices Required by the Every Student Succeeds Act (ESSA)**

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.mpsk12.org](http://www.mpsk12.org)

### **IV. Parent & Family Engagement Compact**

This is available each year on our website.

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

### **VI. Student Privacy**

Students have certain privacy protections under federal law.

### **VII. English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

### **VIII. Homeless Students**

For information on supports and services available to homeless students, contact Mrs. Sobkoviak.

For further information on any of the above matters, please contact Mrs. Sobkoviak.

Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*



