

Parent/Student Handbook
2011-2012

**Lockport Elementary
School District 91**

“EDUCATION IS OUR CONNECTION TO THE FUTURE”

Milne Grove Elementary School
565 East 7th Street
Lockport, Illinois 60441
815-838-0542
www.d91.net



BOARD OF EDUCATION MEMBERS

Ann Lopez-Caneva, President
Robert Maida, Vice-President
Beverly Carlock
Gloria Gory
Jeff Howell
Debbie Jerrick
Ann Lopez-Caneva
Marge Otis

DISTRICT ADMINISTRATORS

Superintendent of Schools
Mrs. Donna Gray

Special Education Coordinator
Mr. Larry Spencer

Kelvin Grove Principal
Mr. Scott Pritchard

Kelvin Grove School
808 Adams Street
Lockport, Illinois 60441
(815) 838-0737

Milne Grove Principal
Mrs. Jaime Koziol

Milne Grove School
565 East 7th Street
Lockport, Illinois 60441
(815) 838-0542

MILNE GROVE STAFF

Principal	Mrs. Koziol
Early Learners Preschool Teacher	Mrs. Torkelson
LASEC Early Childhood Teacher	Mrs. Stuchly
Kindergarten Teachers	Mrs. Lyttek Mrs. Preboy
1st Grade Teachers	Miss Sander Mrs. Stanly Mrs. O'Halloran
2nd Grade Teachers	Mrs. Bolte Mrs. Georgopulos
3rd Grade Teachers	Mrs. Podwika Mrs. Slingerland Mrs. Steed
Art Teacher	Mrs. Cravens
Assistive Technology Specialist	Mrs. Cichowski
Building Secretaries	Mrs. Ferry Mrs. Knize
Building Maintenance	Mr. Pierson
Custodians	Mr. Colognesi Mr. Holloway
Cross Categorical Special Education Teacher	Mrs. Fiday
Early Learners Aides	Mrs. Nolan – Richland
Hearing Itinerant	Mrs. Prokopec
LASEC Early Childhood Aide	Mrs. Janega
LASEC Early Childhood Nurse	Mrs. Mork
Librarian	Mrs. Tumino
Lunch Coordinator	Mrs. Thomason
Lunch/Recess Aides	Mrs. Ensley Mrs. Nolan Mrs. Latham
Music Teacher	Mrs. Randolph
Occupational Therapist	Mrs. Soviak

Physical Education Teacher	Ms. Sharp
Physical Therapist	Mrs. Conrad
Reading Aides	Miss Anderson
Reading Specialist	Mrs. Visser
Reading Teacher	TBD
School Nurse	Mrs. Gilkerson
School Psychologist/RTI Coordinator	Dr. Swayne
Social Worker	Mrs. Henderson
Special Education Coordinator	Mr. Spencer
Special Education Aide	Mr. Behrens
Speech Therapist	Mrs. Barker

Table of Contents

District Information	
Calendar.....	7
Mission Statement.....	8
Policy Changes.....	8
Educational Philosophy.....	8
E-Pay.....	9
CHARACTER COUNTS!.....	9
Kindergarten Entrance Age.....	9
Library/Media Requests and Reconsiderations.....	9
Lunch Policy.....	9
Non-discrimination Statement.....	11
Parent/Teacher Organization.....	11
Physical Examinations and Immunizations.....	11
Religious and Holy Days.....	12
Registration.....	12
Residency.....	13
School Fees.....	13
School Improvement Days.....	14
Student and Auto Insurance.....	14
Student Records.....	15
Learning Opportunities.....	16
Equal Educational Opportunities.....	16
School Day	
Attendance.....	17
Bell Schedule.....	19
Student Drop-off and Pick-up.....	19
Safety Procedures	
Emergency School Closings.....	20
Safety and Crisis Plans.....	20
Forbidden Items.....	21
Medication Policy.....	22
Pesticide Application Policy.....	23
Tornadoes.....	23
Traffic Safety.....	23
Visitors.....	24
Academic Achievement	
AIMSweb Testing.....	24
Health Education.....	24
Homework.....	25
Parent-Teacher Conferences.....	26
Promotion and Retention.....	26
Report Cards.....	26
Student Conduct	
Care and Use of School Equipment.....	27
Discipline Policy.....	27
Dress Requirements.....	32

Expectations for Being a Responsible School Citizen.....	33
Fraternities, Sororities, Gangs, and Secret Societies.....	36
Invitations from Students.....	36
Money.....	36
Non-teaching Personnel.....	36
Telephone Use.....	37
Uniform Grievance Procedure.....	37

2011-2012 School Calendar – insert here

District Information:

MISSION STATEMENT

We believe that ALL students can be successful in school. It is the mission of Milne-Kelvin Grove School District 91 to provide a supportive environment for learning in which students acquire knowledge and skills, develop a healthy self-image, demonstrate positive social behaviors, as well as acknowledge and respect ethnic and cultural diversity. We expect students to become life-long learners and productive citizens.

POLICY CHANGES

Please note: This handbook serves as a guide and is only a summary of Board of Education Policies governing the district. Changes in this handbook may occur as School Code and legislature effecting schools changes. All Board policies can be found at www.d91.net/SchoolBoard/PolicyDefault.htm.

EDUCATIONAL PHILOSOPHY

A primary function of the Board of Education in District 91 is to provide educational programs for each student, giving them the opportunity to develop to their fullest capacity in the areas of mental, physical and emotional needs.

We also feel that the following goal statements represent the outcomes for a well-rounded education for District 91 students:

1. Students will be provided the opportunity to attain (commensurate with cognitive abilities) optimum proficiency in reading, writing, listening, speaking, social studies, and math skills, both computational and problem solving.
2. Students will be provided the opportunity to develop an understanding of self, personality, strengths, weaknesses, physical well-being, and general capabilities.
3. Students will be provided the opportunity to develop an ethical sense, which will help the personal manifestation of tolerance, kindness and justice to all others, as well as having respect for education and themselves.
4. Students will be provided the opportunity to develop an appreciation for interpersonal relationships in the family, school, and in the community.
5. Students will be provided the opportunity to develop skills for effective participation in the democratic processes.
6. Students will be provided the opportunity to develop knowledge and understanding of the natural and physical environment, as well as science and technology of the future.
7. Students will be provided the opportunity to develop economic competence as a consumer.
8. Students will be provided the opportunity to develop effective skills and vocational competence.
9. Students will be provided the opportunity to explore and develop an appreciation of the arts.
10. Students will be provided the opportunity to develop wise use of leisure time.
11. Students will be provided the opportunity to develop zeal for becoming a lifelong learner in a constantly changing world.
12. Students will be provided the opportunity to participate in a wide variety of co-curricular and extra-curricular activities.
13. Students will be provided the opportunity to develop personal conflict skills including resolution by problem solving skills.

We will strive to provide the citizens of this community with the most complete educational program possible. Every effort will be made to:

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure, in the judgment of the Board of Education, the best personnel available.
3. Advise and inform the lay public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.

5. Inform the employed personnel of any actions of the Board of Education pertinent to their particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

E-PAY

Lockport School District 91 now accepts online payments for your convenience. Payments will be accepted for monthly lunch orders, book fines, registration fees and other miscellaneous costs, such as field trips and athletic fees using an approved bank card online.

The E-Pay service is being provided to schools from the Illinois State Treasurer's office. E-Pay is a safe and secure electronic payment program that allows you to make payments 24 hours a day, seven days a week without leaving your home.

Please be aware a convenience fee is charged per transaction. District 91 does not collect or receive the convenience fee. Bank card payments will only be accepted online, NOT IN PERSON!

CHARACTER COUNTS! PROGRAM

District 91 takes part in the CHARACTER COUNTS! Program. Throughout the school year, all students and staff help to promote the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

KINDERGARTEN ENTRANCE AGE

Admission into kindergarten in District 91 is based on chronological age as established by the Illinois School Code. To be eligible the child shall be 5 years of age on or before September 1st of the current school year. An official birth certificate (from the county where the child was born) is required in order to enroll a student in kindergarten.

Parents may desire to postpone entrance of a child who meets the age qualification. District personnel are available to counsel parents in making this decision.

LIBRARY/MEDIA REQUESTS AND RECONSIDERATIONS

If you have a recommendation for books and/or other media resources that our school does not currently have, please let us know by filling out and returning a *Student & Parent Recommendations for LRC Material* form which can be found at www.d91.net/scp.

If you have objections to any of our LRC materials you can voice your concern by filling out a *Citizen's Request for Reconsideration of LRC Material* which can be found at www.d91.net/scp.

LUNCH POLICY

Students in grades 1 through 3 will eat lunch in school. Students may not leave the building at lunchtime unless a parent, guardian, or responsible adult accompanies them. The parent or guardian of a child who is leaving the building for lunch must pick up the child in the office and sign the child out and then sign the child back in when they return. If an adult other than the parent or guardian will be taking the child out of the building for lunch, the parent or guardian of the child must send a note to the office indicating this. The responsible adult with permission from the parent or guardian must pick up the child in the office and sign the child out and then sign the child back in when they return.

A hot lunch program is provided at both Milne Grove and Kelvin Grove schools. Students who bring a lunch from home may purchase milk at school. Menus will be sent home on a monthly basis. Lunch tickets are

handed out daily. **Lunch orders are taken for a month at a time.** Further, due to the ordering procedure, lunches ARE NOT available for order on a daily basis. No late orders will be accepted. All lunch orders must be paid with a check, money order or by using the E-pay system. **Cash will not be accepted.** If a student is absent on a day that a hot lunch was ordered for him/her, a credit for that lunch may be applied ONLY to the following month's lunch order, and it is the parent/guardian's responsibility to indicate this on the order form. Refunds will not be given.

Parent/Guardian Responsibilities

- An order form must accompany your order. We will not be able to fill out order forms over the phone.
- Keep track of scheduled non-attendance days. These do not appear on the order form from the food provider.
- Know when your child is scheduled to receive a hot lunch. This will eliminate an extra sack lunch or a child without a lunch.
- If your child is absent on a day they have ordered a hot lunch, please be sure to indicate on the **next order** form which day you will be using/applying the credit. **Note:** Credits are only given in cases of excused absences.
- Please send fork or spoon, if needed, with cold lunches. The kitchen does not provide these items for cold lunches.
- **We see more and more students each year coming to school without a lunch. Students need to feed their brains in order to learn! Please try to see that your child has a lunch each day.**

Student Responsibilities

- It is the student's responsibility to take care of their lunch ticket. Students will not be allowed to go back to their classrooms or locker for forgotten lunch tickets.
- Lost tickets may be replaced two (2) times per year at no cost. Additional ticket replacements will cost 50 cents each. No Exceptions.

Prices for 2011-2012 lunches are \$2.90. This includes one milk. Additional cartons of milk are available for 50 cents each. The first day hot lunch will be served is Tuesday, September 6, 2011. You must bring a sack lunch prior to that, but milk will still be available for purchase at a cost of 50 cents per carton.

District 91 offers free or reduced-priced lunches to those that qualify. Please call Kelvin Grove at 815-838-0737 for more details.

POLICY STATEMENT FOR FREE MILK, FREE LUNCHES, REDUCED RATE LUNCHES, AND FEES

The school district will provide free milk and free lunch to any child whose family's income falls within the criteria specified by the Food and Nutrition Program of the Illinois State Board of Education.

Those families with special hardship emergencies including unusually high medical expenses, shelter costs in excess of 30%, mental/physical condition of a child, disaster or casual losses, or unemployment may apply at the district office. Upon filing the form, the office will notify the family within ten days whether or not they qualify for the provision.

The parent may request a hearing if it is felt that the decision was arbitrary. Parents who qualify for free or reduced lunches may also qualify for free or reduced school fees.

All students qualifying for free/reduced lunches must complete a lunch order form by the due date each month.

NON-DISCRIMINATION

The school system shall establish and maintain an atmosphere, in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
2. Respect for those students who are physically, mentally, emotionally, or perceptually handicapped.
3. Respect for cultural differences.
4. Respect for economic, political, and social rights of others.
5. Respect for the right of others to seek and maintain their own identities.

PARENT TEACHER ORGANIZATION

The District 91 Parent/Teacher Organization (PTO) fosters a closer relationship between the home and the school. Parents are urged to participate and bring their interests and abilities to this organization.

President
Vice-president
Secretary
Treasurer

Nina Beavers
Tricia Brasen
Pamela Ensley
Jen Gende

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Health Examination

A health examination and proof of immunization against preventable communicable disease must be conducted within one year prior to the date of entering school for first time (Pre-kindergarten, Kindergarten, or First Grade) and again prior to sixth grade as required by the rules and regulations of the Department of Public Health. Required components of the health examination include: health history, diabetes screening, lead risk assessment or testing, and complete physical examination.

A health examination is required at any age for a student who transfers from out-of-state or out-of-country, and conducted by a physician licensed to practice medicine on a health form that is comparable to the Illinois requirements. 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 District.

During a student's exclusion from school for non-compliance with this policy, the student's parents shall be considered in violation of Section 26-1 of The School Code of Illinois and subject to any penalty imposed by Section 26-10 of The School Code of Illinois.

Students entering the school district for the first time, irrespective of grade or enrollment date, shall present such proof within thirty days of their enrollment.

A student may be exempt from the requirements of this policy on religious or medical grounds. If a student's parent(s) or legal guardian(s) object to the health examination and immunizations on religious grounds, then such parent(s) or legal guardian(s) must present to the Superintendent a signed statement of objection, detailing the grounds for such objection. If a student is exempt from the health examination or immunization on medical grounds, then the examining physician shall endorse such fact upon the health examination form.

Dental Examination

Public Act 093-0946 Section 5 of the Illinois School Code states that a dental examination is required prior to entering kindergarten, second and sixth grade of any public, private, or parochial school. Proof of having a dental examination by a licensed dentist must be presented before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to show proof of a completed dental examination, the school may hold the student's report card

until one of the following occurs: (1) the child presents proof of a completed dental examination or (2) the child presents proof that a dental examination will take place within 60 days after May 15th.

Eye Examination

An eye examination is required of any student entering kindergarten or an Illinois school for the first time. This does NOT apply to preschool. Proof of having an eye examination, within one year prior to entry of kindergarten or the school, must be presented by October 15 of the current school year. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. Schools may not exclude a student from attending school due to failure to obtain an eye examination.

Vision and Hearing Tests – Vision tests will be given to students in accordance with the law. Trained technicians will administer these tests as needed. All special education students and any students referred by a teacher will also be tested. If a parent receives a referral slip indicating that additional testing is needed, the parent should have a physician check the student promptly and return the signed slip to the school nurse.

RELIGIOUS AND HOLY DAYS

Members of religious faiths may be excused to observe days that occur on regular school days, or to attend religious classes scheduled by the church during school hours. Students may be excused upon written request of the parent/guardian and/or church official for participation in such classes or observances. Time missed due to approved religious reasons will be considered an excused absence. However, the student shall return to his/her regularly scheduled classes upon his/her completion of his/her church-oriented or religious classes or observances. Transportation to and from such activities shall be the responsibility of the parent.

REGISTRATION

Registration for students previously enrolled in District 91 is held during August or can be mailed to either office prior to the August registration dates. New students to the district should go to the office of their attendance center in order to register. Notices are sent to area newspapers regarding registration dates prior to each school year. Information can also be found at www.d91.net.

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

Custody Orders

Anyone with a Custody Order seeking to enroll a student must present the court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Any Non-Parent seeking to enroll a student must complete and sign an *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form per Board exhibit 7:60-E3.

RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. All students attending school must provide proof of residency according to the District 91 Board of Education policy prior to starting school. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs; or
3. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
4. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation is the responsibility of the parents.

Resident Students

If a student's family plans to move into the district within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition. If the family does not move in within 31 days from the start of the school year the student will not be allowed to continue in the district and must attend his/her "home school." Tuition will be charged for time student attended school in the district.

Non-Resident Students

Non-resident students may not attend District schools except when any state or federal law or a court order mandates the acceptance of a non-resident student.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, the parent or legal guardian will be notified of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Homeless Children

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

SCHOOL FEES

Unpaid fees/fines are subject to collection agency action as stated in Lockport School District Policy.

School fees are defined as the charges for required textbooks and instructional materials; the charges and deposits collected by the District for use of school property (e.g., locks, towels, laboratory equipment); the

charges for field trips made during school hours or made after school hours if the field trip is a customary part of a class or extracurricular activity; the charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs; the charges to participate in extracurricular activities; the charges for supplies required for a particular class; graduation fees; school record fees; school health service fees. School fees **do not** include library fines and other charges made for the loss, misuse or destruction of school property (including textbooks); charges for the purchase of yearbooks, pictures, diploma covers or similar objects; charges for optional travel undertaken by a school club or group of students outside of school hours; charges for admission to school dances, athletic events or other social events; and optional community service programs for which fees are charged (e.g., preschool, before- and after-school child care, recreation programs). Students will pay for loss or demise of school books or other school-owned materials.

Fees for textbooks are waived for students who meet the eligibility criteria for fee waiver. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq. The Building Principal will give additional consideration where one or more of the following factors are present:

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

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Kelvin Grove Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Kelvin Grove Principal or Kelvin Grove Building Secretary.

SCHOOL IMPROVEMENT DATES

The District 91 teaching staff has set aside days to participate in planning school improvement activities. On these days preschool and kindergarten MAY have altered schedules. All other students will be dismissed at 11:30 a.m. on the following dates:

September 15, 2011
October 7, 2011
February 2, 2012
March 23, 2012
April 25, 2012
May 17, 2012
May 30, 2012

STUDENT INSURANCE

Low cost accident insurance is available to all students. A student may be insured against injury during school-sponsored activities and for accidents to and from school. A full-time coverage plan with many sickness benefits included is available. Forms will be available at each school at registration time.

When a student is covered by student insurance, please use the following procedures in the event of an accident:

1. Student will notify the office of an accident and provide all necessary information.
2. Student will request an insurance form from the office that is to be taken to the doctor.
3. Parent and doctor will complete the form and return it to the school office.
4. School will then complete its portion of the form and send it to the insurance company.
5. The insurance company will complete their transactions and mail payment to the insured.

Automobile Insurance

Our insurance coverage does not include parents who transport children to and from school activities.

STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

The student's permanent record consists of basic identifying information, academic transcript, attendance records, health record, record of release of permanent information and other basic information. The student's temporary record consists of all information not required to be in the student's permanent record including family background, psychological evaluations, special education files, teacher anecdotal records and disciplinary information. Parents have the right to:

1. Inspect and copy any and all information in the student record. There may be a small charge for copies, not to exceed 35 cents a page. This fee will be waived for those unable to afford such costs.
2. Challenge the content of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
3. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
4. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons. All other releases of information require the informed written consent of the parent/legal guardian of eligible student.

The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name, address, grade level, birth date and place, parent's name and address, information on participation in school-sponsored activities and athletics, the student's major field of study and period of attendance in school. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit including employment credit or insurance.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

LEARNING OPPORTUNITIES

At-Risk Learners

Students at risk of academic failure shall be provided programming which include education and support services addressing individual learning styles, career development, and social needs.

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section

504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

School Day:

ATTENDANCE

Parents are required to contact the school whenever their child will not be in attendance. A phone call should be placed by 9:00 a.m. to the District Office (815-838-0737 Press 2).

Compliance with the compulsory attendance law is the responsibility of the parents/guardians and the students. Regular attendance in school is regarded as an important contributing factor to success in school, both in academic progress and in social development. **Students who are chronically truant will be referred to the Will County Truancy Officer.**

Reporting Absences

As a protection to their children, parents are required to contact the school whenever the child will not be in attendance. These calls should be placed **before 9:00 a.m.** If not received by 9:00 a.m., the child will be marked unexcused. A message must be left on the school voice mail for the attendance secretary at 815-838-0737. Press 2 and give the following information:

- Student's first and last name
- Grade
- Reason for the absence
- Details of illness
- Homework request

If a student is not called in or a note received from the parent/guardian advising of the student's absence by 9:00 a.m. a phone call will be made to the parent/guardian inquiring of the student's absence. Arrival after 10:30 a.m. will be recorded as a half-day absence. If a student is absent for 4 or more consecutive days of school, a doctor's note is required upon returning to school.

Student attendance is crucial to student success. Appointments during the day are discouraged. If your child needs to be dismissed any time during the school day, i.e., dental or doctor appointments, please notify the office in advance in writing. It is the student's responsibility to obtain assignments before leaving. At the time of the dismissal, the designated responsible adult must come into the office to sign the student out of the building.

Occasionally your child may become ill at school. It is important that the school have your correct home telephone number and work number, as well as an emergency number of a relative, friend, or neighbor that may be contacted in the event a parent cannot be reached. **Please contact the school with any updates.**

Parents are **required** to report to the school when a child has been diagnosed as having a communicable disease. Notices can then be sent home to alert parents of other children who may have been exposed. All names of children will be kept confidential.

Students that participate in "Take Your Child to Work Day" are required to bring in documentation on company letterhead stating that they have attended that company's event in order for the absence to be

excused.

Excused Absences

School officials have the legal responsibility to determine if an absence is excused or unexcused. Parents or guardians may not excuse students from school. Excused absences include:

- (1) Personal illness – a legitimate medical (doctor's) note **will** be required if the illness exceeds three consecutive days and/or a physical may be required at the parent's expense
- (2) Serious family emergency
- (3) Death in the immediate family
- (4) Pre-arranged attendance for religious instruction and/or holiday
- (5) **Emergency** medical and dental appointments

All other absences are unexcused.

Work Missed While Absent

If a student is unexcused for tardies and/or absences, the student will be allowed to complete the work missed. However, the required work from the missed class/day must be completed and handed in the day the student returns to school. It is the responsibility of the student/parent to secure any work the student missed. Students and parents should understand that unexcused absences will likely result in a lower grade and may lead to class failure.

If the student has an excused absence, assignments that were given **during** their absence are due one day after the student returns. However, any assignment that was due **on** the day of the absence will be due upon returning to school. If a student is absent on the day of a test or on the due date of a project or long-term assignment, they will be expected to make up the test or turn in the project/assignment on the first day that they return. If a student must have an early dismissal, it is his/her or the parent's responsibility to obtain assignments before leaving.

If the excused absence is for an extended illness (4 or more consecutive days), he/she has twice the number of days of their absence to make up the work for full credit.

Homework requests must be reported by 9:00 a.m. each day of the student's absence. **Homework will be available after school in the office until 4:00 p.m. Late requests for homework cannot be honored.**

Students that have been suspended from school are required to make up missed schoolwork. Full credit will be issued for completed assignments that are returned the day the student returns to school.

Pre-arranged Absences and Vacations

Family vacations during student attendance days are discouraged and **are not considered excused absences**. Valuable educational experiences are lost and grades may be affected. If a family vacation during the school term is unavoidable, the parents and student are responsible for following the pre-arranged absence policy established by the school. If the school's policy is followed, the student may earn credit for missed work, but please note ANY VACATION TAKEN DURING STUDENT ATTENDANCE DAYS IS RECORDED AS AN UNEXCUSED ABSENCE.

To be approved for a pre-arranged absence parents must make the following arrangements in advance:

1. The parents must provide a written request to the office AND teacher at least one week in advance.
2. The teacher will send home a copy of the *Pre-arranged Absence Form* with the student.
3. The parents must sign and return the form to school.
4. The principal or his/her designee must then approve the pre-arranged absence.
5. The student or parent, after receiving the approval of the responsible official, has the responsibility of initiating contact with teachers and having a pre-arranged absence form completed. Also, students or parents must secure all make-up assignments to be completed during the absence. The assignments can only be picked up in the office on the school day before the pre-arranged absence. Up to one week of homework will be given.

6. All assignments given to the student, during his/her pre-arranged absence are due the day the student returns to regular classes. If the assignments are not returned on that day, the student WILL NOT receive credit for this work. Tests that take place during the student's absence must be completed the day the student returns to school.

The school is not responsible for missed work during any pre-arranged absence. Failure to follow the above procedure may result in a student receiving zero credit for any missing assignments.

Tardies

Students are expected to arrive at school on time. A student who arrives at school after 8:35 a.m. will be marked tardy. The student AND parent must report to the office to sign in. The student will be sent to class with a "tardy" pass from the office. Excessive tardiness impedes the learning process and may lead to a truancy notice. A student is considered truant once they miss 10% of school. Every two tardies to school is the equivalent of one day's absence towards truancy.

Truancy

Each child may accrue a total of 15 absences. After 15 absences, excused or unexcused, normal truancy procedures will apply.

Truancy interventions for excessive absences are as follows:

- Parent Notification Letter and student placed on watch list
- Principal will contact family
- Meeting with administration to create an attendance improvement plan
- Home visit by truancy officer
- Final Notice of Truancy Letter
- Truancy Hearing at Regional Office of Education
- Court

BELL SCHEDULE

8:30	School Day Begins
8:35	Tardy Bell
11:20	Morning Kindergarten Dismissal
11:30	1 st grade lunch 2 nd and 3 rd grade recess
11:50	1 st grade recess 2 nd and 3 rd lunch
12:10	Afternoon classes resume
12:20	Afternoon Kindergarten begins
3:10	Dismissal

STUDENT DROP-OFF AND PICK-UP

There is no supervision for students before 8:20 on the playground; therefore, parents need to make arrangements for students to arrive at school between 8:20-8:30 each morning.

To avoid traffic congestion in front of Milne Grove School, parents are requested to drive eastward on 7th Street. Parents should load and unload children along the SOUTH side of 7th Street and the NORTH side of 6th Street.

For the sake of our children's safety, parents may not drive through the school driveway when dropping off or picking up their students. Use the marked loading and drop-off zone on 7th Street only. Never request that children walk into the street to get in the vehicle.

Cars should not be parked in the school driveway in front of the school at any time.

Our goal at dismissal time is to keep traffic flowing in front of and behind the school. To do this, from 2:50 – 3:30 on school days, 7th Street becomes a One Way Street. This allows two lanes of Eastward traffic down 7th Street.

Children with last names A-H will be dismissed to the back of the school.

To pick up your child in the back of the school, you should remain in the right hand lane heading eastward on 7th Street. This right hand lane will turn down into the school's driveway where our West gate is located. At 3:00 PM the west gate will open and drivers can SLOWLY pull behind the school, staying in one row. Please pull up as far as possible. We have removable fencing put up in back to keep the children safe. There is only one exit in the back of the building for these children, and there are always at least 2 supervisors present in back to assist at release time. Once your child is secure in your vehicle, you may slowly pull around and exit at the East end. Upon pulling back out onto 7th Street drivers should turn right. Please note that the back west gate will not be opened until 3:00 PM due to P.E. classes, so we ask that you not arrive before

3:00 PM. If your child's last name begins with A-H and you wish to walk to pick up your child, you will need to walk along the West side of the building and pick up your child in back.

Children with last names I-Z will be dismissed to the front of the school.

To pick up your child in the front of the school you should remain in the left hand lane heading eastward on 7th Street. You will then pull into the pick up zone. Please pull up as far as possible. Once your child is secure in your vehicle, you will pull back onto 7th Street and turn left at the stop sign onto 6th Street.

For those that carpool:

Please contact the school if your child carools with another student and it affects where they will be dismissed (front or back).

Safety Procedures:

EMERGENCY SCHOOL CLOSINGS

It will be the responsibility of the Superintendent to take such action, as he/she deems appropriate for the schools within his/her jurisdiction.

If there is a weather emergency and the schools of District 91 must be closed, the closing will be announced on radio station **WJOL-1320 AM**. Please listen to that station or go to the District website at www.d91.net for information. We will also attempt to contact parents using our *Connect-Ed* phone/e-mail service. **DO NOT CALL THE SCHOOLS.**

Please make sure your call information is updated. Please contact the school office with changes.

SAFETY AND CRISIS PLANS

Student safety is of the utmost importance at District 91. We have a safety program promoting the safety of everyone on District property or at a District event. Our comprehensive safety and crisis plan specifically includes a multitude of scenarios and is reviewed annually by our local law enforcement and fire protection agents.

During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills

2. One bus evacuation drill
3. Two severe weather and shelter-in-place drills
4. Two lockdown drills

These drills are scheduled periodically throughout the school year. Each teacher has a copy of the safety and crisis plan, and maps for fire and severe weather are posted in every room.

All students when walking to and from school should follow the following safety guidelines.

1. You have heard the warning “Stay away from strangers!” Who is a stranger? A stranger is someone that you do not know. Most strangers will not try to harm you, but some strangers are dangerous, even if they dress nice or look friendly. **Remember:** Even if you have seen someone before hanging around at the playground, in your neighborhood, or at a store does NOT mean you know him/her. You may recognize him/her, his/her face may be familiar to you, but he/she may still be a stranger.
2. You are safer when you’re with other people and in public places. Use the “buddy system.” There is safety in numbers.
3. Make sure your parents are aware of the route you take to and from school.
4. Be aware of your surroundings.
5. Stay away from the street curbs. Walk on the sidewalk or at least 5 feet from the side of the road.
6. Only cross the street in marked crosswalks, when available. When not available, cross the street at a corner.
7. If someone follows you on foot or in a car, STAY AWAY from him or her. You do NOT need to go near the car to talk to the people inside.
8. If you are in a public place and someone tries to take you somewhere by force, get away from him or her and yell or scream:
 - “This man/woman is trying to take me away!”
 - “He/she is not my father/mother!”
9. Always report to a police officer, a parent, a teacher, or any adult you know and trust if a stranger:
 - Tries to join you while playing alone or with your friends.
 - Ask you to go with him/her.
 - Offers you a ride, candy, gum, or money.
10. Play Safe!
 - Never play in alleys, deserted buildings, or other places where someone would not know to look for you.
 - Take a friend along with you when you go to the playground, stores, movies, etc.
 - Come home before dark.
 - Make sure your parents know where you are at all times.
11. **Cell Phones** should be kept in the student’s backpack (off) during the school day. They may be used after school only. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules. Phones are never to be used as cameras.

Bus Safety

Throughout the school year, students may ride a bus to/from designated field trips. Students may be assigned to a specific seat on the bus. Surveillance video cameras equipped with audio recorders are installed on school buses for the safety and security of students and driver. Surveillance videos with audio recordings may be used for disciplinary purposes. Students are expected to conform to classroom behavior standards when riding on the bus.

The Sex Offender Community Notification Law

Effective Jan. 1, 2007 requires notification to parents that information about sex offenders is available to the public. Parents and guardians may obtain information on registered sex offenders living within the school district on the web. The following two websites are available for this information: www.isp.state.il.us/sor/ and www.nsopr.gov.

Surveillance

To ensure student safety in and out of the building, the school is equipped with video surveillance cameras in public areas in and around the building, as well as, on school buses.

FORBIDDEN ITEMS

The following items shall not be in possession of any students and will be permanently confiscated:

- Medicine or drugs (including look-alike drugs)
- Knives, guns, swords or other items/jewelry that could be used or considered as a weapon or look like a weapon
- Novelty gadgets, toys, games, or trading cards
- Matches, lighters, or smoking materials
- Squirt guns or water spraying devices
- Comic books, playing cards, etc. unless part of a classroom assignment
- Any printed materials which would be considered pornographic
- Tape/video recorders, palm pilots, radios, beepers, pagers, laser pointers, portable televisions, cameras, computers, hand held electronic games, or other electronic devices unless faculty or administration gives permission
- Personal music devices are NOT to be used or worn from 8:20 A.M. to 3:10 P.M. Music devices must be stored in the student's back pack at their own risk
- Cell phones MUST be kept off and stored in the student's backpack at all times
- Roller blades, scooters, skateboards, shoe skates (Heelies) or roller skates
- Make-up, nail polish, hairspray, perfume, cologne, aerosol products, etc.
- Gum
- Tattoos (temporary or permanent) must be covered
- Chains (other than jewelry worn around the neck)

The School District is not responsible for the loss or theft of any electronic device brought to school. Students in possession of or under the influence of drugs will be referred to the school board for expulsion and possibly investigated by the police.

MEDICATION POLICY

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Only the school nurse or designated office personnel can administer medication. This will only be allowed if the following procedures have been followed:

- A doctor must prescribe all prescription drugs given in school. A written order from the prescribing doctor must be provided along with the name of the medicine, dosage, and time intervals that the medicine is to be taken. The order must be renewed annually.
- Medication must be brought to school in the original package. Over the counter medication shall be brought in with the manufacturer's original label and the child's name affixed to the container.
- No medicines will be given to students who have not supplied their own. All medications must be accompanied by signed authorization.
- Medication of any kind will **not** be distributed without a Medical Authorization Form, completed by physician and parent/guardian. This form must be on file in the nurse's office. The form is available from the nurse or front office.

Verbal permission over the phone will not be accepted.

If a student is on medication, the office must be notified EVEN IF THE MEDICATION IS ONLY TAKEN AT

HOME. If the medication is to be taken during school, the medication must be taken under the supervision of the nurse and/or designated office staff member. Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) 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 and otherwise follow the District's procedures on dispensing medication as explained above.

Students are not to carry or keep in their backpack ANY medication (except chap stick), as experience has proven it can be lost, forgotten, or taken and consumed by another student. **No medication** (including aspirin, cough drops & syrup, etc.) will be dispensed during school hours unless the above procedure has been followed.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy (7:270) shall prohibit any school employee from providing emergency assistance to students, including administering medication.

PESTICIDE APPLICATIONS

Lockport School District 91 practices a safe Integrated Pest Management Program. Our Integrated Pest Management Program combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides. We only use pesticides as an absolute last resort. We never spray when children are in school and if and when we do use a pesticide, it is typically applied very early on Saturday or Sunday morning when no children are present.

The term pesticide includes insecticides, herbicides, rodenticides and fungicides. Typically, we use the same pesticides as you may use at home – Roundup for weeds and an herbicide on the grass to control the dandelions in the spring.

TORNADOES

The District has placed an emergency radio receiver in each school. Each school monitors the Illinois State Police weather reports whenever conditions warrant.

Each school has drills for tornadoes. When an intermittent alarm is sounded children and teachers are sent to a designated location in the building.

Parents are expected to impress upon their children the seriousness of these drills. Silence and complete cooperation will be expected of every child.

Explanation of Terms

Tornado Watch – This is an advisory, which is issued by the National Weather Service. A "watch" means that the atmospheric conditions are suitable to produce severe thunderstorms or tornadoes.

Tornado Warning – This is an emergency advisory issued by the State Police and the Weather Service, which means that a funnel cloud was spotted by a reliable source and is headed in the direction of the broadcast area. We will respond to such a warning by activating our building's severe Weather Emergency Plan.

STUDENTS WILL NOT BE DISMISSED DURING A TORNADO WARNING.

TRAFFIC SAFETY

State and local authorities have been concerned with the traffic dangers around the schools. All children need to be directed to use the safest route to the schools. Parents will need to study this in respect to the location of their home and should instruct their child thoroughly in the consistent use of this route. If an alternate route is possible, children should refrain from using 9th Street, especially the south side of Route 7 between Lincoln and 8th Streets until sidewalks are provided. When dropping students off, please do so in a manner that will prevent them from having to cross the street.

Students are permitted to ride their bicycles to school in good weather, however they are to walk their bike on school property and through cross walks. Students who refuse to walk their bike may have their bike confiscated by school officials and lose their privilege to ride and park their bike at school. Students are strongly encouraged to wear bicycle safety helmets whenever they are riding their bicycles. It is the responsibility of students to lock their bicycle.

Students are NOT allowed to wear roller blades, ride scooters, or use skateboards to arrive to school due to the inherent danger of crossing the streets during the busy traffic times before and after school. **These items will not be permitted for use on school grounds. If found on school property these items may be confiscated by school personnel.**

VISITORS

Milne Grove School welcomes parents and visitors to our school. We feel that much can be gained from a scheduled visit to your child's classroom/school. Parents are permitted to visit their child's classroom (or lunch session) while class is in session. To assure a profitable visit, it is required that the principal be contacted at least one day in advance since some days are set aside by the school for testing and special activities. Parents must also fill out a form at least one day prior to the visit to gain approval.

Volunteer/Guest ID Badges

To ensure safety for all of our students, all visitors and volunteers are asked to go to the office and sign in when they arrive and sign out before exiting the building. Visitor/volunteer badges will be given to all visitors to identify them to staff and students. Volunteers must fill out paperwork in advance in order to conduct a background check.

Academic Achievement:

AIMSWEB TESTING

AIMSweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. The results are reported to students, parents, teachers and administrators via a web-based data management and reporting system to determine response to intervention (RtI).

All students will be screened (benchmarked) in the Fall, Winter, and Spring in reading and math. Most of the assessments take 1 minute; however, one of the math tests in 2nd and 3rd grade takes 8 minutes. As needed or as often as once a week, students may be progress monitored in order to collect data to see if their academic interventions are working.

The reading assessments include Letter Naming (LNF), Letter Sound (LSF), Phonemic Segmentation (PSF), Nonsense Words (NWF), Reading Fluency (R-CBM), and Reading Comprehension (MAZE). The math assessments include Number Identification (NIM), Quantity Discrimination (QDM), Missing Number (MNM), Mathematics Computation (M-CBM), and Mathematics Concepts and Applications (M-CAP).

Please note that these assessments are a simple screener and are only one indication of how your child performed compared to his/her peers. Not all assessments are given at every grade level. While your child has an individual score on these assessments, we look at the class scores overall to help us develop our programming and establish our curricular needs for Power ½ Hour, which is a component of our Rtl Plan.

HEALTH EDUCATION

In addition to attending physical education (P.E) five days a week in grades 1 – 8 (kindergarten has PE once a week), the health program in grades K - 8 includes annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse. Students will be provided with age-appropriate information about the dangers of drug abuse. The health educational program will offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse. All students will receive age-appropriate instruction on motor vehicle safety and litter control.

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

HOMEWORK

Student learning experiences may be enhanced by extending class work through homework assignments. The type, frequency and quantity of homework will be based on the needs of the individual student as determined by the professional judgment of the teacher. Homework should be an application or adaptation of a previous classroom experience.

Parent/Guardian Responsibilities:

- Provide a well-lit, distraction-free study area where the student can comfortably read and write.
- Be positive, provide encouragement, and make sure assignments are completed on time.
- Assist the student with budgeting his or her time wisely.
- Provide a specific period of time for daily study.
- Supervise the homework. Make sure the student understands directions and works carefully and neatly.
- Talk with your child's teacher about any concerns or problems regarding homework assignments.
- Help find materials and resources needed to complete homework assignments.

Student Responsibilities:

- Listen carefully and follow the directions provided by the teacher.
- Use study aids and materials provided by teachers and parents.
- Use time efficiently, plan ahead, and don't wait until the last minute to do long-range assignments.
- Complete your part of an assignment that involves the cooperation of one or more classmates.
- Study in a well-lit, distraction-free area.
- Study at a specific time daily.
- Discuss homework assignments with your parents, guardian or caretaker.
- When problems related to completing homework occur, talk with your teacher.
- Turn all homework assignments in on time.
- Complete homework assignments neatly.
- Stay organized and keep track of your homework assignments and materials.

All assignments must be turned in on the due date. The only late assignments that are accepted are those caused by illness. If a student must have an early dismissal, it is his/her responsibility to obtain assignments before leaving. If the absence is due to illness, assignments are due one day after the student returns. If the absence is for an extended illness, he/she has twice the number of days as their absence to make up the work for full credit.

If a test is administered the day a student returns to school from a prolonged illness (3 or more days), the student will be allowed to study for that same test while the other students are testing. The student will then take that test during a time convenient to both student and teacher. Tests are announced in advance. Students absent the day before a test will be required to take the test with the rest of the class. If a student is absent on the day of a test, they will be expected to take the test on the day they return to school. It is each parent's/student's responsibility to plan ahead and to get all needed materials from the school when absent.

Students who do not turn in required assignments may be required to stay inside for recess to complete the missing assignment or stay after school to complete the missing assignment. Parent contact must be made before the student is retained after school.

If the parent has prior knowledge of an absence or an appointment, a parental note must be sent prior to the date(s) of absence. The student/parent is then responsible for obtaining all assignments due during the absence. In the case of planned vacations/absences, please follow the pre-arranged absence policy.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are one of the many steps taken to work with you to build your child's educational program. Conferences give parents a chance to get to know their child's teacher, learn about the school and curriculum and get ideas on how they can help their child do well in school. Parents can furnish information that will help teachers understand the child better and do a better job of meeting each one's individual needs. Most importantly, when parents and teachers work together the child receives a better and more personalized education.

Conferences are scheduled each year for students in District 91, but additional conferences may be held at the request of parents or teachers. Through the two-way exchange of information at conferences, parents and teachers can truly become partners in the education of each child.

PROMOTION AND RETENTION – BOE POLICY 6:280

The building administrator will direct and aid teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. In order to object to a grade or retention decision, first confer with the appropriate teacher and, if still not satisfied, contact the Building Principal.

A student's achievement of the skills for the grade to which he/she is assigned, his/her readiness for work at the next grade level, and attendance will be assessed and evaluated before he/she is promoted. A student shall not be promoted based upon age or any other social reason not related to academic performance. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests or other testing.

REPORT CARDS

Kelvin and Milne Grove report cards are designed to evaluate your student's academic achievement. Report cards are issued every nine weeks in grades K - 8.

	<u>Quarter Ends</u>	<u>Report Card Distribution</u>
1 st Quarter	October 28, 2011	November 4, 2011
2 nd Quarter	January 13, 2012	January 20, 2012
3 rd Quarter	March 16, 2012	March 23, 2012

4th Quarter

Subject to use of emergency days

Grading Scale

A	100 – 94%	B	93 – 85%	C	84 – 75%
D	74 – 66%	F	65 – 0%		
		S	100 – 85%		
		S-	84 – 75%		
		N	74 – 0%		

Student Conduct:

CARE AND USE OF SCHOOL EQUIPMENT

Students are expected to exercise careful use of all school property. Traditionally, students have displayed exceptional pride in their school and have helped to keep the premises clean, neat and free from marring. Students or persons guilty of marring, defacing, reducing the worth or usefulness of property, shall expend their personal/family's funds to repair or replace the damaged property. Any damage to school textbooks beyond normal use will result in a damage fee to fix/replace the textbook.

Computer/Internet Privileges

Use of school computers is a privilege. Tampering, unauthorized copying, or changing of programs will cause the student to lose privileges. Any student using computers at school will be subject to the following rules:

- No writing on tables, chairs, keyboards, mice, or defacing equipment in any way.
- No unauthorized use of computers. School personnel must grant permission.
- No changing or tampering with files or programs.
- Students are not to use any unapproved programs.
- Any damage done to equipment (computer, mouse, CD's, disks, etc.) due to the student's inappropriate use must be repaired or replaced at the student's expense.
- Use of the Internet is solely for the purpose of school assignments/research.
- Students are only to "surf" sites approved by their instructor.

Based on each of the offenses listed, computer privileges may be revoked and disciplinary measures may be warranted. In addition, students are expected to comply with any rules that are developed in the future. A signed **Computer Privilege and Internet Use Contract** must be on file in the office before computer privileges will be granted.

DISCIPLINE POLICY

Scope of Discipline

The Board of Education's disciplinary policy may include, but not be limited to, the following:

- A. Notification of parent(s)/guardian(s)
- B. Withholding of Privileges
- C. Temporary removal from Class
- D. Disciplinary Conference

- E. Office Referral
- F. Detention
- G. Search and Seizure of Contraband
- H. Alternative School Day (Internal Suspension) for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

- I. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- J. Contact of Juvenile Authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- K. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

If a student receives 5 Office Referrals within a school year, a meeting will be held with the student, parent, teacher, principal, and social worker. If a student receives 10 Office Referrals, a Behavior Intervention Plan will be created.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time ;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which 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.

Due Process

In all matters of discipline, students will be afforded due process according to the provision of law.

Corporal Punishment

The use of corporal punishment is not permitted. 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 other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Teachers and other staff members also shall refrain from using disciplinary methods that may be psychologically damaging to children such as ridicule, excessive display of temper, etc.

Weapons

A student who uses, possesses, controls, or transfers weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Search and Seizure

An administrator, or other designated school official, may conduct a search of any student, and/or that student's possessions, whenever that school official has reasonable suspicion to believe the student is in possession of some illegal or other object(s) or controlled substances detrimental to the health, safety, or welfare of the educational process, other students, or other school personnel.

Any search authorized under this policy must be reasonable in scope and limited to searching school lockers and ordering the student to empty pockets, purses, or other personal articles. In no event shall a school official conduct a body search of a student.

Gross Disobedience

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.

Gross disobedience shall include any other behavior or conduct which is of such gross nature as to constitute on its face severe disobedience or misconduct. Gross disobedience or misconduct providing just cause for suspension and/or expulsion shall include, but not be limited to, the following types of conduct as may be designated from time to time by policy of the Board of Education:

1. Insubordination to school personnel, including failure to follow directions or to produce student identification.
2. Possession, use, concealment or distribution, attempt to use, distribute, purchase or sell, abet in the use of distribution of any illegal or controlled substance and/or paraphernalia, including alcohol, drugs, tobacco, cannabis (including marijuana and hashish), and look alike substances. Students who are under the influence of an alcoholic beverage and/or drugs are not permitted to attend school or school functions and are treated as though they had alcohol/drugs in their possession.
3. Using, possessing, distributing, purchasing, or selling:

- a. Any anabolic steroid not administered under a physician's care and supervision.
 - b. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - c. 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.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - e. 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.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
 5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 6. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
 7. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 8. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
 9. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 10. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
 11. 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.
 12. Intimidating, or attempting to intimidate, school personnel or other students.
 13. Extortion from, or attempting to extort from, school personnel or other students.
 14. Fighting with or assaulting school personnel or other students.
 15. Intentional damage to, destruction of, or attempt to damage or destroy school property or property of school personnel or other students.
 16. Verbal abuse of school personnel or other students or use of profane words or gestures.
 17. Burglary, theft, or robbery from students or employees of District 91.
 18. Endangering the physical or psychological well being of school personnel or other students by conduct or action, including:
 - a. Improper release of a school fire alarm or tampering with fire extinguishers or transmitting a false report of fire.
 - b. Starting, or attempting to start, a fire on school property.
 - c. Setting off, or attempting to set off, explosive devices on school property or transmitting a bomb threat.

- d. Using or displaying dangerous weapons, or attempting to do so.
 - e. Threatening destructive actions to persons or property, either as an individual or as a member of a group.
19. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
 20. Gambling involving the exchange of money or property on school grounds, school buses, or at a school function.
 21. Truancy, i.e., absence from school or classes without valid cause during a school day or portion thereof. State law and Board policy on truancy control will be used with chronic and habitual truants; however, no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in The School Code, unless available supportive services and other school resources have been provided to the student.
 22. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

Detention

After school detention may be used with a student as a corrective disciplinary measure, provided that the student's parent(s)/guardian(s) have been notified by the building administrator or his/her designee.

Students who are detained after school shall be supervised by the teacher who detains them or by the building administrator or by the building administrator's designee.

Detention for any given day is limited to sixty minutes.

Alternative School Day

Students who are assigned an Alternative School Day (internal suspension) will be working under the direct supervision of the building administrator. All students will be assigned regular classroom work/tests, but will do these assignments in an environment other than the classroom. On initially beginning an alternative school day, students will do a reflective writing designed to help them develop alternative problem solving techniques and prevent future problems.

Suspension

According to state and federal law, the Superintendent or designee shall be authorized to suspend a student from school for a period of up to ten days for gross disobedience or misconduct according to the following conditions:

1. The building administrator shall inform the student of the suspension, citing reasons, and grant the student the opportunity to present his/her side of the matter.
2. The building administrator shall notify the parent/guardian of the suspension.
3. Such notice shall state the reasons for the suspension and shall reference the parents' right to a hearing to review the matter.
4. If the parents request it, a hearing shall be held before the Board or a hearing officer appointed by the Board to review the action.
5. If a hearing is held before a hearing officer, the officer shall provide the Board with a written report of the evidence. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, and a representative of the Mental Health and Developmental Disabilities, if appropriate.
6. In cases where a hearing is held, the Board shall take whatever action it deems appropriate in the matter. Final action shall be taken in public session.

Expulsion

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for up to two years (weapons) or for a shorter period as determined by the 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, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If the

Board appoints a hearing officer, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. 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 parent(s) or guardian(s) at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parent(s) or guardian(s) may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. 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 of the appropriate level of discipline to be administered. 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.

Definitions

- A. Detention is the keeping of a student after regular school hours for a reasonable period of time by a teacher or administrator. Parents must be notified prior to the detention when students are to remain after school.
- B. Disciplinary Conference is held with the student. Parents, teachers and/or administrators may also be included in the conference.
- C. Withholding of Privileges is the exclusion from participation of a student in a particular school activity for a restricted period by the principal.
- D. Probation is a conditioned enrollment in school or participating in a particular school activity or class for a restricted period authorized by the principal.
- E. Removal from Class is the removal by a teacher or principal of a student whose behavior is so disruptive as to interfere with the order of the learning setting.
- F. Suspension is a temporary exclusion of a student from school, from a class, from a school activity, or from riding the school bus for a period of time not to exceed ten (10) school days by an administrator or an administrator's designee provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- G. Expulsion is the exclusion of a student by the Board of Education from school, from a class, from a school activity, or from riding the school bus, for a definite time period not to exceed 2 calendar years provided the proper procedures are followed. An expelled student is prohibited from being on school grounds.
- H. Gross Disobedience or Misconduct shall include any conduct, behavior, or activity, which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or material interference with school activities or the rights of other students or school personnel.
- I. Juvenile Authorities will be contacted whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol or weapons.
- J. In-school Suspension (Alternative School Day/Internal Suspension) is a temporary exclusion of a student from his/her regular classes for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
- K. School Personnel includes teachers, administrators, school board members, contracted employees, and all other school district employees.
- L. Special Education Student is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of The Illinois School Code.
- M. Special Education Rules and Regulations are the State of Illinois' Rules and Regulations to Govern the Administration and Operation of Special Education.
- N. The Illinois School Code refers to the Illinois statutes governing boards of education as found in Chapter 122, par. 1 et seq. of the Illinois Revised Statutes.

DRESS REQUIREMENTS

Students have the right to dress and groom according to their parents and their own personal taste as long as it does not present health or safety hazards or a disruption to the classroom learning environment. Students are expected to dress in a manner conducive to a positive learning environment. All students must be covered from shoulder to mid-thigh. Attire should be in good taste and appropriate to wear in school. We

STRONGLY discourage high heels and flip flops due to minor injuries that have occurred on the stairs and playground.

The following are examples of clothing that should **NOT** be worn in school:

- Pajama pants or pajama-like pants/boxers
- Short shorts
- Tank tops with large loose arm openings must be worn with a shirt underneath
- Tank tops must have at least a two-inch wide strap on the shoulder
- Low back or plunging necklines
- Overly baggy clothes where boxers/underwear can be seen
- Half-shirts, spaghetti straps or backed laced tops
- Halter tops, tube tops, mesh tops, crop tops
- Clothing displaying vulgar language, obscene gestures, political statements, advertising alcohol, or containing references to drugs (including tobacco) or violence
- Clothing (including jeans and shirts) may not have holes or slits in them. See-through clothing is not allowed
- Clothing made of spandex or similar material (biking shorts for example) may not be worn unless other clothing is worn over it from shoulder to mid-thigh
- Other than earrings that are worn in the ear, body-piercing jewelry is not to be worn to school
- "Unnatural" hair color/dye or distracting hairstyles are prohibited at school and during school functions EVEN when in honor of special events/causes
- Hats, doo rags, bandanas, etc.
- Chains, other than jewelry worn around the neck, are not allowed
- Temporary and/or permanent tattoos must be covered and/or removed
- Any other clothing that may disrupt the learning environment is prohibited

Any student who does not follow the dress code policy must call home and have appropriate clothing brought to school or they will be sent home. Repeated offences may result in an office referral.

EXPECTATIONS FOR BEING A RESPONSIBLE SCHOOL CITIZEN

Lockport District 91 has been building a tradition of excellence for many years. High expectations have been at the very heart of the success that our schools have achieved and celebrated. Milne Grove staff members and administration strongly believe that firm and fair rules ensure each student has an opportunity to reach these expectations. The "General Rules of Conduct" that follow will govern student conduct throughout the school year.

Behavior/Citizenship

Students must meet the behavioral and citizenship expectations of Milne Grove in order to participate in special activities, such as assemblies, field trips and field day. Factors that are considered include:

- expulsions from school
- suspensions (in and out of school)
- multiple detentions/misconducts
- truancy

School-wide Rules/Regulations

District 91 uses the **Positive Behavioral Interventions and Supports** (PBIS) System. This is a research-based discipline system developed by the University of Oregon. PBIS is a **school-wide systems** approach, which works to improve (1) problem behavior, (2) academic success of all students, and (3) school safety. School-wide Positive Behavior, Interventions, and Support is a set of strategies and systems to increase the capacity of schools to reduce school disruption and educate all students, including those with problem behaviors, using:

- Clearly defines outcomes, research-validated practices
- Supportive administrative systems

- Use of information for problem solving

The **Goal of PBIS** is to establish host environments that support adoption & sustain use of evidence-based practices (Zins & Ponte, 1990) and to create effective & supportive learning environments for all students.

ALL students shall observe school-wide rules. They are to be observed at all times while students are at school. The basis of these rules is RESPECT. Total respect for themselves and others is the reason we must have rules and expectations for all students. These rules are to assist everyone in achieving goals and in attaining success in school.

To facilitate rule acceptance, we must teach the values and benefits of each rule. One general benefit we can offer the student is that he or she will know what can and cannot be done. The resultant structure adds to the child's sense of security. He or she knows what is acceptable and assumes responsibility more readily for his or her actions.

In addition, rules allow the student to learn how to be considerate and to do the right thing. Rules also help the student understand personal as well as social needs. At Milne Grove, all students shall observe the following three rules:

Have an **ALL-STAR ATTITUDE**

- Respect yourself, others and their property

Be on your **BEST BEHAVIOR**

- Follow directions the first time they are given

Develop **CONFIDENT CHARACTER**

- Show pride in yourself and your school



Students who exhibit the ability to follow our rules and expectations will be awarded Character Coupons. These Character Coupons can be exchanged for items at our School Store.

Building and Hallway Expectations

- Students and visitors should walk in the hallways.
- Use quiet voices while in the hallways.
- Courteous and polite behavior is expected at all times.
- School property and equipment should be used wisely and with respect.

Classroom Expectations

In addition to school wide rules, each classroom teacher will have their own set of expectations to be followed in the classroom. Students will be provided with a copy of these expectations from their classroom teacher.

Restroom Expectations

Students are allowed to use bathrooms at designated times as determined by classroom teachers. Students who cannot use the bathrooms in the correct manner may have their bathroom privileges taken away. We have the following expectations for students who are using the restroom:

- Use the bathroom for its intended purpose only.
- Exit bathroom immediately after using it.
- Bathroom equipment and supplies should be used with respect.
- Water from washing hands should remain in the sink. Any water that may accidentally drip on the floor should be cleaned up.
- All garbage (paper towels etc.) should be placed in garbage cans.

Expected Behavior during Assemblies

Assemblies will be held from time to time during the school year. It is expected that all students will act appropriately during assemblies.

- Enter the gym quietly and be seated in assigned area.
- All students will become silent immediately upon the appearance of the first assembly speaker.
- Undivided attention is expected from all students throughout the assembly.
- Stomping feet, yelling, whistling, or booing will not be tolerated. Applause is the acceptable method of reacting to a program.
- If, for some reason, you receive permission to leave an assembly while it is in progress, do so in a quiet manner.
- All students are to remain seated after the assembly until a staff member dismisses them.

Lunchroom Expectations

Regulations governing lunchroom conduct will be enforced from the time the students line up in the classroom to go to lunch until they are dismissed from the lunchroom to go to recess or class.

- All students will eat their lunch in the lunchroom (unless otherwise directed by school personnel) and will remain seated while doing so.
- Student conduct in the lunchroom shall be in accordance with standards of good eating and table manners.
- Keep food within your own space.
- Students are to talk quietly and remain in their seats until they are dismissed.
- All students are responsible for placing all refuse in provided trashcans and cleaning up their table and the floor area around them before being dismissed from the lunchroom.
- Students must finish eating before they leave the lunchroom. Food not eaten should be taken home in the student's lunchbox/bag.
- Students who bring a lunch from home must have their name written on the lunchbox or bag. Lunches should be placed in the classroom lunch bins to be taken down to the lunchroom at the beginning of lunch. Students **will not** be permitted to go back to their classrooms since teachers are not in the classroom at this time.

Playground Expectations

During the school year students will be outside before school and for lunch recess whenever possible and are expected to dress appropriately. If a student cannot go outside because of a recent illness, we must have a note from the parent.

When necessary, various parts of the playground may be restricted as to use and availability.

The following expectations are to be followed during recess, before and after school.

- The following games and activities are not allowed: wrestling, tackle football, (or any game in which tackling is a part), shoving, boxing, kicking, the throwing of any objects (stones, sticks, wood-chips, snowballs), the throwing of any hardballs, chicken fights, piggy-back rides, one student picking another student up bodily, using playground equipment inappropriately, or any other activity which, in the supervisor's opinion, may lead to injury.
- Stay in the designated area – in back of school on school property only.
- When the signal is given (whistle/bell), walk quietly to your line and walk quietly into the building when told to do so.
- Hats should be removed before entering the school building.
- After entering the classroom, students are expected to put their coats in the coatroom and then sit at their desk and wait for further instructions from the classroom teacher.
- Treat playground supervisors respectfully.
- Students must have permission from the outside supervisor in order to enter the building before designated times.

Consequences

Milne Grove's Discipline Program places emphasis on positive reinforcement and the corrective/remedial aspect of discipline. We are proud to take a proactive rather than reactive approach to discipline. Responsible decision-making is emphasized. The objective is that all students learn that actions result in

consequences, both positive and negative. We want students to learn to make decisions that result in positive consequences.

All discipline procedures will be dealt with in a fair and appropriate manner. Parents are invited to discuss discipline decisions with the student's teacher and/or building principal.

A degree of flexibility is essential for the teachers and administrator to exercise professional judgment in assigning consequences. Each situation is evaluated individually.

Some offenses are considered classroom offenses and will be handled by the staff member in the learning area, whether that is the classroom, the lunchroom or the playground.

PBIS is a positive approach to behavior. Negative behaviors which directly or indirectly jeopardize the health, safety, and welfare of other students or school personnel, however, will be addressed. These behaviors include, but are not limited to:

Inappropriate/Abusive Language	Lying
Bullying	Disruption
Intimidation	Teasing/Harassment
Cheating	Gambling
Truancy	Gum
Theft	Tardiness
Fighting/Physical Aggression	Vandalism
Property damage	Defiance/disrespect
Possession or use of weapon	Hazing
Insubordination	Gang Activity
Possession or use of drugs/alcohol/tobacco	Forgery
Repeated incidents of misbehavior	Disruption
Public display of affection	Disrespect
Endangering the physical and/or psychological well-being of others – threatening behavior (bullying)	

Failure to follow the above rules and expectations will result in disciplinary action. See the “Scope of Discipline” section under Discipline Policy in this handbook for a list of disciplinary procedures.

FRATERNITIES, SORORITIES, GANGS, AND SECRET SOCIETIES

Fraternities, sororities, gangs, and secret societies are prohibited from existing in the schools. A gang is defined as an organization composed in whole or in part of students and has as its purpose activities including intimidation, threats of violence, illegal acts or violation of school rules.

Participation in the above organizations will be considered gross disobedience or misconduct and may be punishable by suspension or expulsion. Prohibited gang activities include, but are not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, or other item which evidence membership or affiliation in any gang, sorority, fraternity or secret society.
2. Committing any act or using any communication, either verbal or non-verbal, (gestures, handshakes, etc.) showing membership or affiliation in a gang, sorority, fraternity or secret society.
3. Drawing of gang related graffiti or distributing gang-related literature.
4. Any other activity in furtherance of the gang.
5. Tattoos (self-made or permanent)

The school will not and may not deprive a student of certain rights without observing applicable standards of due process of law. The student will be given a chance to present a defense, to explain the circumstances of the alleged improper actions or to attempt to prove innocence.

INVITATIONS FROM STUDENTS

If you plan to hand out personal party invitations to classmates at school, we prefer that this takes place off of school grounds or by mail. However, we do allow students to hand out invitations to their classmates at the end of the school day as long as EVERY child of the same gender (or every boy and girl) in the classroom receives an invitation. The school will not provide addresses for invitations.

MONEY

Students are asked NOT to bring large sums of money to school. Billfolds and purses are to be kept in backpacks at all times. Students, not the school, are responsible for all money they bring to school.

NON-TEACHING PERSONNEL

All school employees should be addressed as Mr., Mrs., Ms. or Miss. Office secretaries, librarians, custodians, teacher aides, clerical aides, lunchroom supervisors, playground supervisors, guest teachers, etc. are workers hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to every other faculty member. They have the authority to discipline students when needed.

TELEPHONE USE

The office and classroom phones are business phones and are not to be utilized by students except in the case of an emergency such as illness or accidents. Forgotten books, homework, clothes, etc. do not constitute an emergency.

Students will **NOT** be called from class to take phone calls during school hours, but in cases of **emergencies**, messages or requests to call back may be left with school personnel. This is observed to maximize students' time on task in class. Teachers will not be called to the telephone when classes are in session. Parents may leave a message for teachers using our voice mail system. Teachers will call back when they are available.

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint.

