

District #91
Lockport Elementary Schools
www.d91.net

Milne Grove School
K-3 Elementary Grades
At-Risk Preschool Program

565 E. 7th Street
Lockport, Illinois 60441
(815) 838-0542

"EDUCATION IS OUR CONNECTION TO THE FUTURE"



Student~Parent Handbook
2022-2023

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Milne Grove Principal
Mrs. Jaime Koziol

Special Education Coordinator
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Curriculum Coordinator
Ms. Erin Rae

This handbook is only a summary of Board of Education Policies governing the district.
All Board policies can be found at:

<http://www.d91.net/policy-manual.html>

All District 91 Staff will follow and implement Board of Education policies.

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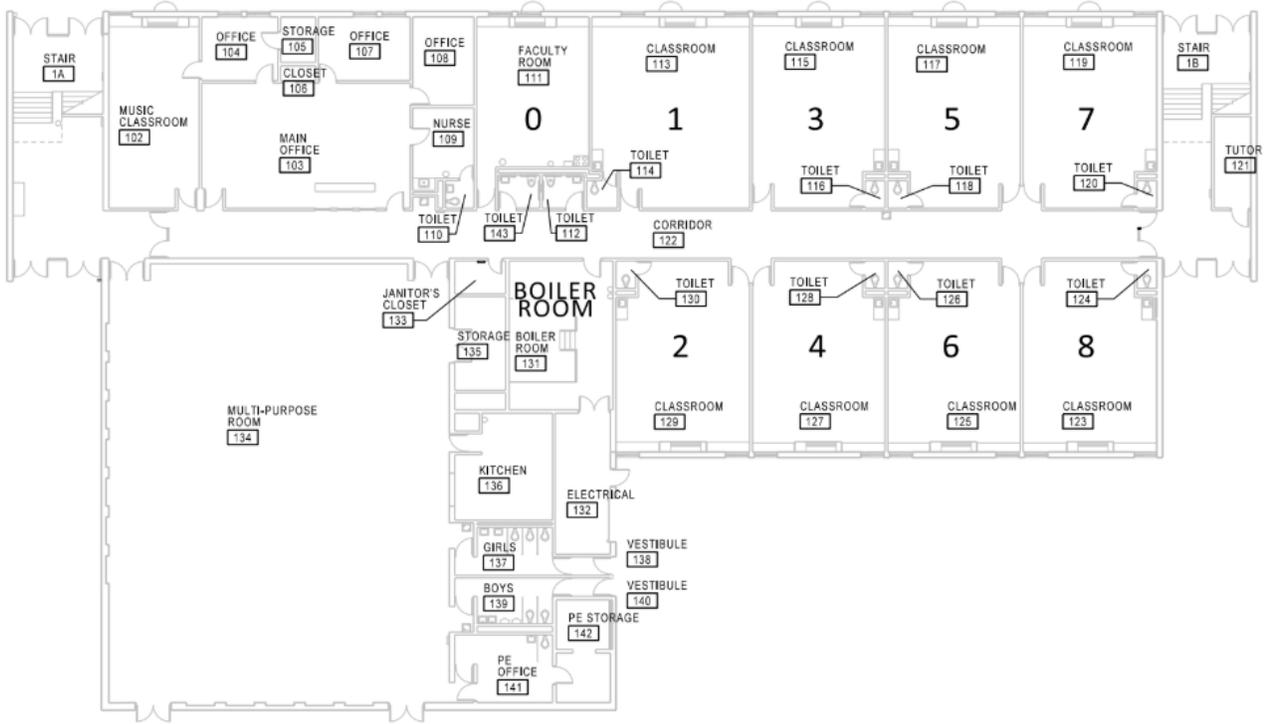
Lockport School District 91
Milne Grove / Kelvin Grove
2022-2023 School Calendar



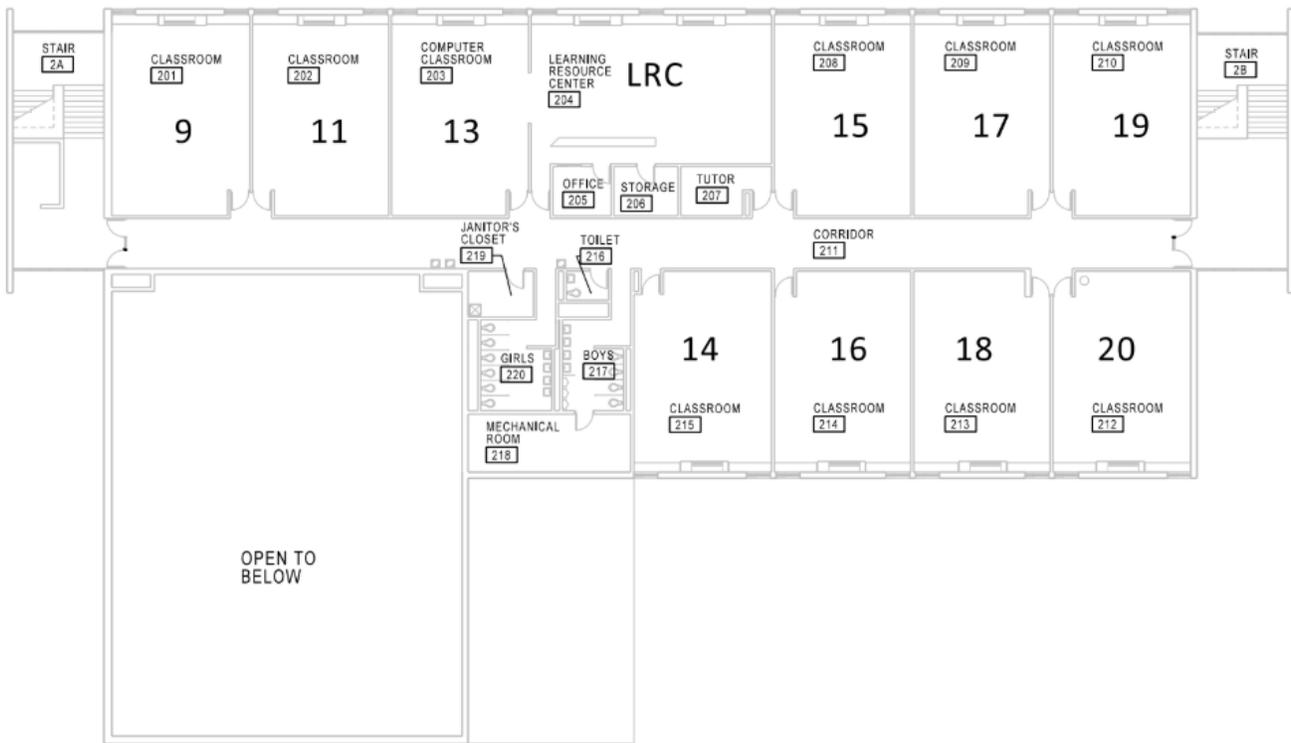
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|--------------|---|---------------|---|
| August 15 | Teacher's Institute – No School | January 6 | Teacher's Institute – No School |
| August 16 | Teacher's Institute – No School | January 9 | School Resumes at 8:30 am |
| August 17 | First day of School for grades K-8 Dismissal at 11:30-Teachers' In-Service PM | January 13 | Mid-Term of 2 nd Trimester Graduation Picture Day |
| August 18 | First full day of School 8:30-3:10 | January 16 | No School- Martin Luther King Day |
| August 25 | Fall Pictures | January 25 | 9:30 Late Start Day |
| September 5 | Labor Day – No School | February 10 | 11:30 Dismissal-Staff Dev. |
| September 16 | 11:30 Dismissal- Staff Dev. | February 14 | Graduation Picture Retakes |
| September 21 | 9:30 Late Start Day | February 17 | Teacher's Institute – No School |
| September 30 | Mid-Term of 1 st Trimester | February 20 | No School-Presidents' Day |
| October 7 | Fall Picture Retakes | February 22 | 9:30 Late Start Day |
| October 10 | Columbus Day – No School | February 24 | End of 2 nd Trimester |
| October 19 | 9:30 Late Start Day | March 3 | Report Cards Distributed |
| October 21 | 11:30 Dismissal- Staff Dev. | March 6 | No School- Casimir Pulaski Day |
| November 8 | Election Day-No School | March 9 | Spring Pictures |
| November 11 | End of 1 st Trimester | March 22 | 9:30 Late Start Day |
| November 18 | Report Cards Distributed | Mar 27-Mar 31 | Spring Break-No School |
| November 21 | Parent/Teacher Conferences | April 3 | School Resumes |
| November 22 | Parent/Teacher Conferences | April 7 | No School- Good Friday |
| November 23 | Thanksgiving Break –No School | April 10 | No School- Day after Easter |
| November 24 | Thanksgiving Day – No School | April 19 | 9:30 Late Start Day |
| November 25 | Thanksgiving Break –No School | May 17 | 9:30 Late Start Day |
| December 14 | 9:30 Late Start Day | May 26 | Projected Last Day of School |
| December 23 | 11:30 Dismissal-Staff Dev. | | 11:30 Dismissal-Staff |
| Dec 25-Jan 5 | Winter Break-No School | | Development Day |
| | | | Report Cards & Yearbooks Distributed |
| | | May 29 | Memorial Day- No School |
| | | May 30-June 5 | Emergency School Days, if needed |

Milne Grove Map:

Lower Floor



Upper Floor



MILNE GROVE STAFF 22-23

Superintendent

Principal

Early Learners Preschool Teacher

Kindergarten Teachers

1st Grade Teachers

2nd Grade Teachers

3rd Grade Teachers

Art Teacher

Building Secretary

Building Maintenance

Custodians

Cross Categorical Special Education Teacher

Curriculum Coordinator

Early Learner Translator

Early Learner Aide

English Learners Teacher

Librarian

Lunch Coordinator

Lunch Assistant

Lunch/Recess Staff

Math Aide

Music Teacher

Physical Education Teacher

Reading Specialist

Reading Interventionist Teacher

School Nurse

School Psychologist /RTI Coordinator

Social Worker

Special Education Aide

Special Education Aide

Special Education Coordinator

Speech Therapist

Dr. Wilkey

Mrs. Koziol

Mrs. Torkelson

Mrs. Adams

Mrs. Preboy

Mrs. Richardson

Mrs. Lyons

Mrs. Maloney

Mrs. Stanly

Mrs. Maly

Mrs. O'Halloran

Miss Podwika

Mrs. Dubs

Mrs. Georgopoulos

Mrs. Steed

Mrs. Cravens

Mrs. Magolan

Mr. Pierson

TBD

Mrs. Fiday

Ms. Rae

Mrs. Pedersen

Mrs. Hughes

Mrs. Skoczek

Mrs. Tumino

Mrs. Dennis

Mrs. Rambo

Mrs. Cote

Miss Jonikas

Mrs. Lents

Ms. Gard

Miss Velcich

Mrs. Draper

Mrs. Visser

Mrs. Bolte

Mrs. Olson

Dr. Richardson

Mrs. Reynolds

Mrs. Allen

Mrs. Tollard

Mr. Spencer

Ms. Cranmer

MISSION STATEMENT

“Making daily investments to empower children to become life-long learners and future leaders”

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. 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.
- develop an understanding of self, personality, strengths, weaknesses, physical well-being, and general capabilities.
- 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.
- develop an appreciation for interpersonal relationships in the family, school, and in the community.
- develop skills for effective participation in the democratic processes.
- develop knowledge and understanding of the natural and physical environment, as well as science and technology of the future.
- develop economic competence as a consumer.
- develop effective skills and vocational competence.
- explore and develop an appreciation of the arts.
- develop wise use of leisure time.
- develop zeal for becoming a lifelong learner in a constantly changing world.
- participate in a wide variety of co-curricular and extracurricular activities.
- 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:

- make the best use of the physical plant that was provided by the taxpayers.
- secure, in the judgment of the Board of Education, the best personnel available.
- advise and inform the lay public of all school activities and to seek their advice.
- provide the highest type of moral, ethical and professional leadership.
- inform the employed personnel of any actions of the Board of Education pertinent to their particular interests.
- maintain priorities consistent with the educational goals and philosophy of the district.

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 are 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 defined 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.
- Students will walk on the right side of the hallway and maintain proper social distance between classmates.

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 the 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 the 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.
- No sharing or trading of food items will be allowed
- Tables/seats will be assigned to maintain proper social distancing.
- Students are responsible for bringing their desk shields to/from lunch and classroom each day.
- 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 trash cans 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 lunch box/bag.
- Students who bring lunch from home must have their name written on the lunch box or bag. Lunch will be taken to the lunchroom by each student at the beginning of lunch and lunch bags will be returned to their bookbags after. 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 the 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 lunch room 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/Cyberbullying | 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 | |

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.

Academics

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

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

Bell Schedule

| | |
|---------------|--|
| 8:30 | School Day Begins |
| 8:35 | Tardy Bell |
| 11:00 - 11:30 | K & 1 st grade lunch |
| 11:15 - 11:45 | 2 nd and 3 rd grade recess |
| 11:45 - 12:15 | 2 nd and 3 rd lunch |
| 11:30 - 12:00 | 1 st grade recess |
| 12:40 | Early Learners PK Begins |
| 3:10 | Dismissal PK-3 |

On Early Dismissal Days, school will end at 11:30am.

School Schedules

Students will be present at school five days per week. Student schedules will vary based upon their grade level to allow for instruction in the core content areas of English language arts, math, science, social studies, physical education/health, and fine arts.

Grading Scale

| | | | | | |
|----------|------------------|-----------|-----------------|----------|----------------|
| A+ | 100-99 | C+ | 82-81 | F | 63 and below |
| A | 98-94 | C | 80-75 | | |
| A- | 93-92 | C- | 74-73 | | |
| B+ | 91-90 | D+ | 72-71 | | |
| B | 89-85 | D | 70-66 | | |
| B- | 84-83 | D- | 65-64 | | |
| S | 100 – 85% | S- | 84 – 75% | N | 74 – 0% |

A grade of "incomplete" may be given to a student for an excused extended absence at the end of the term or during final examinations. An incomplete grade, if not satisfied within two weeks, will be changed into an F.

Report Cards and Mid-term Reports

Mid-term reports and report cards are designed to evaluate your student's academic achievement. Mid-term reports are issued approximately halfway into each trimester. Report cards are issued every nine weeks. All reports will be available to be downloaded within Infinite Campus on the dates below; paper copies will be sent home only on written request.

| | | |
|---------------|-----------------------------|--------------------------------|
| | <u>Mid-terms Available:</u> | <u>Report Cards Available:</u> |
| 1st Trimester | October 7th | November 18th |
| 2nd Trimester | January 20th | March 3rd |
| 3rd Trimester | April 21st | May 26th |

Homework, Assignments & Make Up

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 of 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.

Students are allowed to turn in homework without penalty within the current unit of study up to the unit assessment. If the absence is for an extended illness, the teacher will provide a personalized timeline for completion..If a student must have an early dismissal, it is recommended that he or she obtain assignments before leaving. If the absence is due to illness, assignments are requested one day after the student returns.

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 will be allowed one opportunity to retake an assessment and will receive the higher grade of the two assessments. The teacher will determine criteria for students to be allowed to retake or make corrections on assessments.

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 (if the assignment is crucial to the mastery of the unit of study). 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 leave notification form 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.

Homework Help

Homework Help is a service offered to all students who receive intervention through the RTI program. Individual invitations are sent home with students, but parents are free to inquire about the availability of services. In Homework Help, older students receive direct assistance from a certified teacher.

Promotion and Retention- BOE Policy 6:280

Students are considered for retention when they do not demonstrate skills and abilities commensurate with grade level standards. Milne Grove considers math and reading essential academic classes in terms of promotion to the next grade level. Students that fail both reading and math in a school year will be retained at their current grade level.

STUDENT PROCEDURES

Forbidden Items – BOE Policy 7:190

The following items shall not be in the possession of any student or in any student locker. If brought to school these items will be permanently confiscated.

- Medicine or drugs (including look-alike drugs)
- Knives or any other items/jewelry that could be used or be considered as a weapon
- No look alike items e.g., guns, knives, swords, etc.
- Novelty gadgets, games, or trading cards
- Matches, lighters, or smoking materials
- Squirt guns or water spraying devices
- Playing cards, etc. unless part of a class assignment
- Any printed material that would be considered pornographic
- Recording devices, cameras, tablets, eReaders, and computers unless permission is given by faculty or administration.
- Electronic devices, such as cell phones, MP3 players, and handheld electronic games
- Personal music devices are NOT to be used or worn from 8:20 A.M. to 3:10 P.M.
- Gum
- Perfumes and cologne; essential oil and fragrance sprays
- Roller blades, scooters, skateboards, shoe skates (heelys) or roller skates
- Chains hanging from clothing, etc.

Cell Phones and other Electronic Devices

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. Other electronic devices are not permitted under any circumstance.

Dress Code – BOE Policy 7:160

Attire should be in good taste and appropriate to wear in school. Students who do not follow the dress code policy of Milne Grove will be expected to call home and have appropriate clothing brought to school. A student will be sent home if his/her clothes are not changed. Repeated offenses may result in an office referral.

The following established guidelines are to be followed by **all** students:

- Male and female students must be covered from shoulder to mid-thigh.
- All shirts must have sleeves. Tank tops must worn in combination with a sleeved shirt either underneath or covering the tank top, even during spirit days.
- Front and back must be covered. No low back or plunging necklines allowed.
- No overly baggy clothes where boxers/underwear can be seen.
- Clothing (including jeans and shirts) may not have holes or slits in them. See-through clothing is not allowed.
- Shorts are to be mid-thigh and not have cut-up sides.
- Pajama pants or pajama-like pants/boxers are not acceptable as school attire.
- Clothing displaying vulgar language, obscene gestures, political statements, advertising alcohol, or containing references to drugs (including tobacco) or violence may not be worn in school.
- 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.
- Any hairstyle that is distracting to the learning environment of other students
- Hats, doo rags, bandanas, etc. are not to be worn
- Any clothing or jewelry that disrupts the learning environment is not allowed.
- Temporary and/or permanent tattoos must be covered or removed.

* If the dress code is not followed, a phone call will be made to have clothes brought to school. Students that repeatedly violate the dress code policy will be subject to disciplinary consequences.

Hall Conduct

Safety is the key. Students should walk in the hall at all times – ABSOLUTELY NO RUNNING! Any behavior that may cause injury to oneself or others will not be tolerated.

Lunchroom Procedures

Students are not to bring books to the lunchroom and/or study during the lunch hour. The lunchroom is not conducive to good quality work.

The lunch periods are 30 minutes in length. It will be important that students use each minute wisely. Students are expected to abide by the following rules subject to disciplinary action:

- Students are to report to the lunchrooms promptly at the beginning of each lunch period.
- All eating is to be done in the lunchrooms.
- Tables/seats may be assigned as deemed necessary.
- Throwing food, paper, etc., will not be tolerated.
- Students should conduct themselves appropriately and talk at conversational levels.
- Students are to use the waste containers as they are brought to the table.
- Students will not be allowed in the halls.
- Students are to obey directions given by any supervising personnel.
- Students may choose where to sit at designated tables unless otherwise instructed.

Safety Plan / Fire, Tornado, and Safety Drills

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.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Each teacher has a copy of the safety and crisis plan, and maps for fire and severe weather are posted in every room. For fire drills, students should:

1. Be familiar with the proper exit route from each of their classrooms.
2. Close the door if they are the last person out of a room.
3. If separated from their class, students should go out the closest exit and meet their class at the designated area outside of the school.
4. Be alert for special instructions from the teacher or over the intercom.
5. Walk quickly, but **DO NOT RUN**.
6. Remember that there is no talking allowed from the time a drill starts until after students return to their room.
7. Remain outside until signal is given to return to the classroom.

A plan for disaster drills is available in each room. When disaster drills are held, students and teachers move to assigned areas and wait for instructions. There should be **NO TALKING** during these drills. Cell phones will not be allowed to be used during emergencies. Assigned staff will handle all communication.

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.

Addressing School Personnel

Office secretaries, library clerks, custodians, bus drivers, teacher aides, recess/lunch aides, guest teachers, etc. are individuals hired by the Board of Education and have authority. While on duty, they are to be considered a part of the faculty and shall be given THE RESPECT AND OBEDIENCE shown to other faculty members. **All school employees should be addressed as Miss., Mr. or Mrs.**

Care and Use of School Equipment

Students are expected to exercise careful and prudent use of all school property. Traditionally, the student body has displayed exceptional pride in their school and has helped to keep the premises and its contents clean, neat, and free from marring through misuse or poor treatment. Students or persons guilty of deliberate marring, defacing or reducing the worth or usefulness of property shall expend their personal/family's funds to repair or replace the damaged property.

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 Millne Grove 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.

Textbooks

Students will be responsible for any damage done to textbooks beyond **normal** wear and tear. It is recommended that all textbooks be covered.

Money/Personal Items

Students are asked NOT to bring large sums of money to school. Billfolds and purses should not be left lying out in the open. Students are to keep these items locked in their locker at all times. Students, not the school, are responsible for all money they bring to school. All personal items, toys, etc should remain at home.

STUDENT ATTENDANCE

Attendance - BOE Policy 7:70

Compliance with the compulsory attendance law is the responsibility of the parents/guardians and the students. Regular attendance in school, whether in the building or remotely using technology, is an important contributing factor to success in school, both in academic progress and in social development.

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 am**. If not received by 9:00 am, the child will be marked unexcused. A message must be left on voicemail at 815-838-0737 Press (1) for the attendance line.

At this time you should 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 am a phone call will be made to the parent/guardian inquiring of the student's absence. If a student is absent for 4 or more consecutive days of school, a doctor's note is required upon returning to school.

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

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 (e.g., dental or doctor appointments), please notify the office in writing prior to the absence. It is the student's responsibility to obtain assignments before leaving. Students in grades 1-8 must attend a minimum of 300 academic minutes (excluding recess, lunch, and passing periods) in order to be counted as present for a full day. Students must attend a minimum of 150 academic minutes to be counted as present for the half day.

Excused absences:

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

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days

All other absences are unexcused.

If a student has an excused absence, they will be given one day to complete any assignments that were given **during** their absence. However, any assignment that was due **on** the day of the absence will be due upon returning to school. Likewise, 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 on the first day that they return.

If the excused absence is for an extended illness (4 or more consecutive days), the student will be provided twice the number of days to make up the work for full credit. Short term virtual instruction may be provided using Google Apps for Education based on the student's current classroom schedule. Instructional support may be offered by someone other than the assigned classroom teacher(s)."

With unexcused absences, required work from the missed class/day must be completed and handed in the day the student returns to school.

Parents are **required** to notify 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.

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.**

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.

Tardiness

- Any student who is not in their classroom when the bell rings, will be marked tardy by the teacher.
- Students tardy to school must report to the office and sign in to receive a pass to enter class.
- Excuses for tardiness must be for legitimate reasons and are accepted at the discretion of the district.
- At 5 unexcused tardies, teachers will conduct a student conference and a letter will go home to parents
- At 10 unexcused tardies, a parent meeting will be scheduled.
- At 11 unexcused tardies and beyond, students will need to make up work missed during their morning absence during recess.

Absences Due to Isolation

Students must isolate due to illness when any of the following symptoms are present: fever (100.4°F or higher), vomiting, diarrhea, sore throat, new onset of moderate to severe headache, new cough, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause, or shortness of breath. Remote learning will be provided by a staff member other than the assigned classroom teacher(s).

Chronic Absenteeism and Truancy

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Vacations

Vacations during the school year 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 notifying the office and teachers for homework **one week in advance**. A parent's signature is required on the Pre-Arranged Absence Form and is available in the school office.

All work provided by teacher(s) will be due upon the student's first day back to school. This would include taking any tests on the day they return. **Up to one week of homework will be given on the last day of attendance before the vacation. Only requests received one full week in advance will be honored.**

STUDENT HEALTH AND SAFETY

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. Milne Grove School also promotes the "Bucket Filler" concept and encourages each child to use his or her pillars of character to enrich the lives of those around them.

Office Dismissal

If a child must be signed out before the school day concludes for any reason, or a child is picked up late after the conclusion of the school day – we consider that an office dismissal. Only parents, guardians, or emergency contacts listed on the registration form, or individuals named in a prior written correspondence will be permitted to sign a child out from the office. All adults presenting themselves to pick up a child from the office will be required to show a state issued id.

Walking to School

Student safety is of the utmost importance at Milne Grove. 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 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.

These safety tips were compiled from information on the following Web sites: FBI – Kids and Youth Educational Page www.fbi.gov/kids/crimepre/internet/internet.htm ; Stranger Danger www.ci.mesa.az.us/police/strangers.htm

Health Screening Protocols

Any individual who has symptoms of illness, such as fever, vomiting, diarrhea, or sore throat, should stay home for a minimum of 24 hours since the symptoms were last present. Any individual within the school environment who shows these symptoms will be immediately separated from the rest of the school population and will be sent home.

CDC and IDPH guidelines for students who are positive for COVID-19 must isolate for at least five (5) calendar days from the onset of symptoms. Individuals that can mask may return after five calendar days if 24 hours without fever, vomiting, or diarrhea, and consistently mask through day 10. If unable to mask, the individual must isolate for ten (10) calendar days.

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 ChapStick), 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. Students are not allowed to have any medication (aspirin, cough drops, etc.) on their person, in their locker, or on their belongings. Any questions regarding this policy can be addressed by contacting the school nurse and/or administration.

Concussion Protocols: Return to Learn

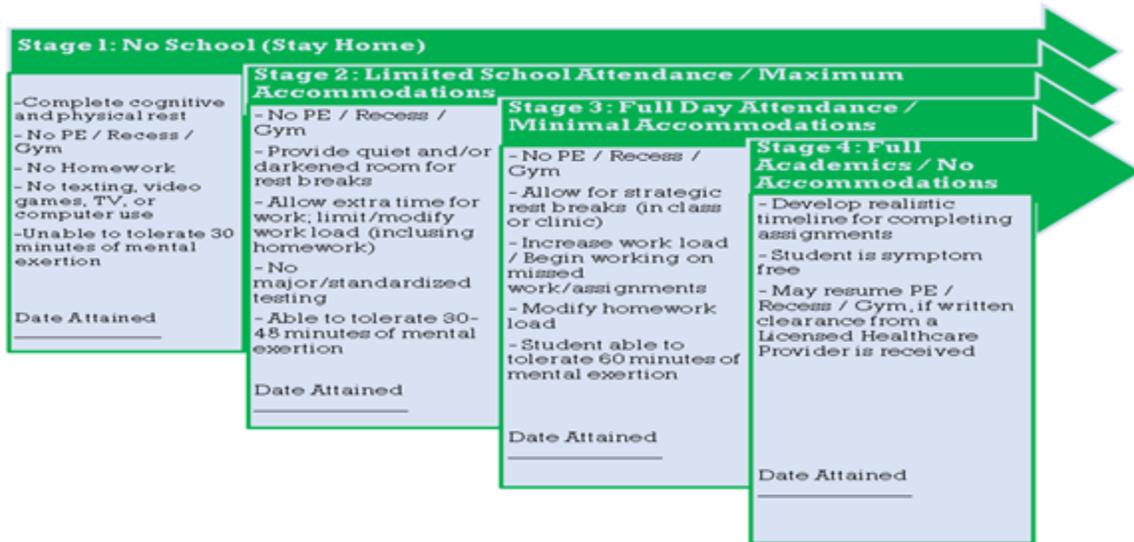
District 91 is committed to upholding the safety and promoting the wellbeing of all students. In accordance with Illinois state law, Senate Bill 219, District 91 has adopted guidelines and developed forms in compliance with IESA, IHSA, and the CDC for students returning to the classroom and/or physical activity after sustaining a concussion. Knowledge the potential effects concussions have on a student, and appropriate management of the Return-to-Learn protocols is critical for helping students recover from a concussion. A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. After a student has been diagnosed with a concussion by a licensed healthcare professional, a combined effort between the treating healthcare professional, home and school is important to ensure your student's successful return to the classroom.

The following is District 91's policy on returning to learn:

The treating physician must provide a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn; and the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student: have acknowledged that the student has completed the requirements of the return-to-learn protocol.

As stated in District 91's policy, the student and the student's parent or guardian must complete the Return-to-Learn Consent Form when beginning the student's transition back to school. Rest is very important after a concussion because it helps the brain to heal. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. When symptoms have

reduced significantly, in consultation with a licensed healthcare professional, daily activities such as school may be gradually returned to. Please review the following District 91 Concussion protocols for Return-to-Learn.



Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Unusual weight gain or loss

Behavioral signs:

- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting

Emotional signs:

- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Anxiety, excessive worry, or fearfulness
- Failing grades
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending a lot of time with a student

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student

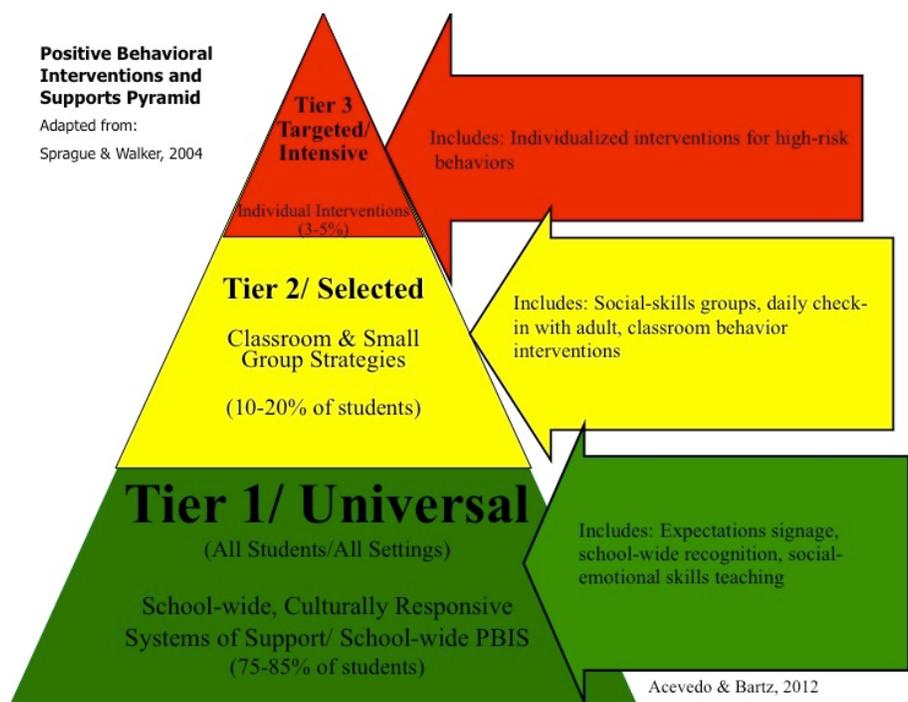
- Meeting with a student off-campus without parent/guardian knowledge and/or permission

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

STUDENT DISCIPLINE - BOE 7:190

Philosophy

As an early elementary school building, Milne Grove strives to encourage students to grow in decision making and self regulation. At each grade level, universal supports are in place to encourage appropriate behavior. These supports are a part of the **PBIS Program**, a positive approach to behavior. As a child exhibits indications that additional support is needed to support his or her character and decision making, the child will be offered increasing levels of support (see below). Negative behaviors that directly or indirectly jeopardize the health, safety, and welfare of other students or school personnel, however, will be addressed.



Referrals

Students are assigned referrals for violating school rules when the classroom discipline has been exhausted or when the behavior jeopardizes the learning environment in an acute manner. The parent/guardian will be notified as to the offense warranting the referral. An office referral will result in a consequence.

Students accumulating three (3) referrals during the year will move to a Tier II level of behavioral support which may include teacher consultation with social work, staff mentoring, targeted intervention groups, esteem building, awareness training, and more. Services will be geared toward the student's individual needs and maturity level.

Students accumulating five (5) referrals during the year will move to a Tier III level of support which will include referral to social work as well as specifically designed interventions that are developed by the RTI team in cooperation with the parents.

Milne Grove School has a progressive discipline policy; in which prior actions of the student are considered and repeated disciplinary infractions will receive advancing disciplinary consequences. The following disciplinary infractions do not include all types of misconduct; the student who commits a disciplinary infraction not listed under the sections below shall be subject to the discretionary authority of the classroom teacher and administration.

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying/cyberbullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Restorative justice measures / Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

Bullying/Cyberbullying - BOE Policy 7:180

The intentional, repeated, hurtful acts, words or other behaviors, such as name-calling, threatening, physical harm and/or shunning acts, committed by one or more individuals against another. Bullying is a violation of state law and school policy. Students shall report incidents of bullying to staff or anonymously through the district's website. All reports will be investigated, all parents will be notified of the incident, and results of the completed investigation will be shared within ten (10) school days from the date of the reported incident. The school district will determine proper interventions which may include: social-emotional skill building, social work services, psychological services, or disciplinary consequences. It is a violation of school policy for a student to retaliate against another student who reports an act of bullying or for falsely accusing another student as a means of retaliation.

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

Harassment/Teasing/Taunting

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge

status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process

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

Search and Seizure – BOE Policy 7:140

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/desks and ordering the student to empty pockets, purses, or other personal articles. If a search produces evidence that the student has violated the law or the District's policies, such evidence may be seized and impounded by school authorities. Evidence may be transferred to law enforcement authorities. School officials will provide notification to a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website, if there is reasonable cause to believe that the student's account contains evidence that he or she violated Board policy or a disciplinary rule.

Students with Individualized Education Plans (IEP)

Students with a disabling condition can be suspended or expelled for behavior, but not for behavior that is due to or results from his/her disabling condition. A student with a disabling condition may be suspended when necessary because of a physical danger to himself/herself, other students or school property caused by the child's presence. In such instances, a determination must be made as to whether or not the conduct, which was subject to suspension, was a result of the child's disability. If the student is suspended, the school district is responsible for developing and providing an appropriate educational program during the suspension period.

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

PARENT INFORMATION

Birthdays

Children are invited to celebrate their birthday at school by visiting the principal's office for a special birthday book. In addition, students are permitted to bring a NON-EDIBLE treat to share with every member of his or her class. This could be a book or game donated to the classroom, or it might be a small non-food token to pass out to each child.

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.

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 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-1340 AM and through the Blackboard Connect System**. Please listen to the station for information. **REFRAIN FROM CALLING THE SCHOOLS FOR THIS INFORMATION, AS THE LINES MUST BE RESERVED FOR COMMUNICATION WITH LOCAL AUTHORITIES.**

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

Field Trips

Written parental/guardian permission must be received by the school prior to the day of any field trip unless an earlier date is specified, for a student to attend. Students not attending a field trip are required to attend school that day.

Fundraising

There will be no private fundraising on school grounds. All fundraisers by students for school-sanctioned activities must have prior administrative approval.

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.

Please see the Early Entry information on page 33 if you wish for your child to be considered for entrance to kindergarten if his or her birthday falls after September 1st.

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.

Meal Services

All students in grades K through 3 have the option to participate in the breakfast and lunch programs through D91.

Breakfast and Lunch orders are taken on a monthly basis. Order forms and menus will be given out each month. Due to the ordering procedure, lunches are NOT available for order on a day by day basis. No late orders will be accepted. It is preferred that checks, instead of cash, or EPay be used to purchase lunches.

A note on breakfast: Unless a child is participating in the breakfast program, they must eat their morning meal BEFORE arriving at school. Only students who order breakfast through the school are permitted to arrive during breakfast supervision each morning; students are not allowed to bring their breakfast to consume in the cafeteria.

A note on lunch: Students do not have to order lunch through the school and are permitted to bring a lunch from home to consume in the cafeteria.

Students may not leave the building at lunchtime unless a parent or guardian signs the child out through the school office. Please plan in advance when your child will be eating a hot lunch or bringing a cold lunch. If your child forgets his/her cold lunch at home, the office will contact parents to supply one. In addition, the school office will not receive food deliveries on behalf of a parent or child.,

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 a 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 lunch. Students need to feed their brains in order to learn! Please try to see that your child has lunch each day.**

Student Responsibilities

- It is the student's responsibility to take care of their lunch ticket.

The price for 2022-2023 daily breakfast is \$2.20 and the daily price for lunch is \$3.85. This includes one milk. Additional cartons of milk are available for 50 cents each. The first day hot lunch will be served is Monday, August 29, 2022. You must bring a sack lunch prior to that, but milk will still be available for purchase at a cost of \$.50 per carton.

District 91 offers free or reduced-priced lunches to those that qualify; call Milne Grove at 815-838-0737x2117 for more details.

Physical Education/Health Education

The State of Illinois specifies that each student must participate in the regularly scheduled physical education class and can be excused from class only upon the receipt of a written statement from a doctor. Milne Grove students need gym shoes with non-marking soles (which are to be used only in the gymnasium and not used as school shoes). Students will only be excused from physical education due to medical or religious prohibitions.

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 a 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.

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.

Recommendations for Parents/Guardians

- Attend 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 are scheduled each year for students in District 91, but additional conferences may be held at the request of parents or teachers.
- Provide an atmosphere conducive to studying and supervise your child's completion of schoolwork.
- Sign your child's report cards and other assessment notices. Provide appropriate feedback to your child.
- Leave a message for a teacher on his/her voicemail or send an email if you have a concern about your child's progress. The teacher will return your call as soon as possible. Please contact the specific teacher first and then contact the building principal if deemed necessary. Teachers cannot be called to the telephone when classes are in session.

Parent/Teacher Organization (PTO)

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. The PTO President is Karlee Kane; please contact her at d91ptokarlee@gmail.com to volunteer. and officer positions are TBD.

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. Parking is not permitted at any time in the bank parking lot; violators will be towed.

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. **The Lockport Police Department does not permit right or left hand turns from Madison onto 7th Street during drop off or pick up. As a result, ALL Milne Grove traffic from the west must access 7th Street from Washington or Jefferson Streets.**

Student Arrival:

- Families are encouraged to drop off at Kelvin Grove FIRST and then head to Milne Grove.
- Students may not arrive on school property prior to 8:20am. Parents are encouraged to remain in their vehicles or leave school grounds after escorting their child to the school building.
- Students will line up outside behind the school based upon their grade level; K and 1st outside of Door C and 2nd and 3rd between Door E and F.

Parents, or an authorized adult who is listed on the Emergency Form, must be available to return to school immediately if their child(ren) is exhibiting fever, vomiting, or diarrhea upon arrival to school.

- Students that arrive later than 8:34 am will enter through Door G accompanied by their parent or caretaker.
- Bike riders and walkers:
 - Bikes should be parked at the school bike racks. Bike riders and walkers will enter the building through the designated doors with their facial coverings properly in place.
 - Staff members will encourage social distancing as students walk into the building and to class.
- Bus students:
 - Students who receive transportation services as a part of their IEP will have assigned seats on the bus. Social distancing will be used as feasible.
 - Bus students will unload one bus at a time.

Student Dismissal:

Students will gather their materials and leave the classroom when the bell rings at 3:10. Please note that some classrooms may require additional time to fully exit the building.

2nd & 3rd grade will exit the front of the building
PK, K & 1st grade will exit the back of the building
Sibling/Carpool pairs will be assigned the front or back on an individual basis

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).

Early Learners PK Drop Off and Pick Up have unique instructions that will be sent home upon enrollment.

Student(s) Transferring Out of District 91

The parent(s)/guardian(s) of the student(s) must come to the school and complete transfer forms. Any remaining fees should be paid at this time.

Visitors - BOE Policy 8:95

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 while class is in session. To assure a profitable visit, it is required that the principal be contacted in advance since some days are set aside by the school for testing and special activities.

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 with a state issued identification card when they arrive and sign out before exiting the building. Guests without a valid ID will be denied entry to the building. Visitor/volunteer badges must be worn at all times to identify guests to staff and students. Volunteers must fill out paperwork in advance in order to conduct a background check.

Telephones

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.

Traffic

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 to instruct the 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. Please do not park in crosswalks or double park in driving lanes.

Students are permitted to ride their bicycles to school in good weather, however they are to walk their bike on school property and through crosswalks. It is the responsibility of students to lock their bicycle. 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 NOT allowed to wear roller blades, ride scooters, or use skateboards to arrive at 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.

Yearbooks

Yearbooks are available for purchase by all Milne Grove students. To order, students must complete a yearbook order form and include payment at the beginning of the year.

All students that purchased a yearbook will receive one on or near the last day of attendance for the school year. Any extra yearbooks, if available, are available on a first come, first served basis.

DISTRICT POLICIES

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 respect for:

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

Physical Examinations and Immunizations - BOE Policy 7:100

Within one year prior to entering kindergarten and sixth grade, students shall present proof of having undergone a health examination by a physician licensed to practice medicine. A dental exam is required for kindergarten, second and sixth grade and for all students transferring from out-of-state schools. A vision exam is required for all students entering as "new" to an Illinois school.

Students entering the school district, irrespective of grade, shall present such proof within thirty days of their enrollment.

Students must also present proof of having received immunizations against preventable communicable diseases as required by the rules and regulations of the Department of Public Health.

If a student does not comply with the requirements of this policy by October 15th of the current school year, such student shall be excluded from school until proof of having received the required health examination and immunizations is 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.

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 a fact upon the health examination form.

Dental Examinations - In compliance with rules adopted by the Department of Public Health and except as otherwise provided in this Section, **all children in kindergarten, second and sixth grades of any public, private, or parochial school shall have a dental examination.** Each of these children shall present proof of having been examined by a dentist in accordance with this Section and rules adopted under this Section before May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist. Each public, private, and parochial school must give notice of this dental examination requirement within 60 days before May 15th of each school year.

Vision and Hearing Tests – Vision and hearing 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.

Student Athletes – All athletic participants must have a yearly sports' physical and student insurance or waiver of insurance on file before being allowed to participate.

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.

Residency - BOE Policy 7:60

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 at any time. "Legal custody" means custody:

- exercised by a natural or adoptive parent with whom a pupil resides;
- 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
- exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the district's educational programs; or
- 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
- 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 60 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 the time a student attended school in the district.

Non-Resident Students – see BOE Policy 7:60

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.

Early Entrance and Grade Acceleration - BOE Policy 6:135

Parents and other individuals may request a child be evaluated for early entrance to Kindergarten or First Grade. Children may also be requested for evaluation for a single subject or multiple subject grade acceleration. Parents/Guardians and other individuals must notify the Principal by January 31st and testing will take place in February for the following school year. If you have any questions, please contact the Principal.

Homeless Children - BOE Policy 6:140

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.

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.

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

1. Students will notify the office of an accident and provide all necessary information.
2. Students will request an insurance form from the office that is to be taken to the doctor.
3. Parents and doctors 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.

Fees

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

Waiver of Student Fees – BOE Policy 4:140

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. 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 contained in this policy. 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:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building 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 Building Principal's office.

Uniform Grievance Procedure

Students, parents/guardians, or community members should notify the District's Complaint Manager, superintendent, Mrs. Donna Gray, 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 regarding one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title IV of the Civil Rights Act
5. Equal Employment Opportunities Act
6. Sexual harassment
7. Bullying/Cyberbullying
8. The misuse of funds received or services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, or programs
10. Victims' Economic Security and Safety Act
11. Illinois Equal Pay of 2003
12. Provision of services to homeless students
13. Illinois Whistleblower Act
14. Misuse of genetic information

Registration

Registration for students previously enrolled in District 91 is done during May as Early Bird Registration. Registrations are also conducted throughout the summer; packets can be mailed to the district office prior to the August registration dates.

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 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-Parental Custody, Control, and Responsibility of a Student* form per Board exhibit 7:60-E3.

E-Pay

Lockport School District 91 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.

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 10 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 to 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.

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:

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

Student Records - BOE Policy 7:15

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.
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, conducted by an impartial hearing officer.
3. Receive copies of records that are scheduled for destruction. The school will notify of the destruction schedule through the local newspaper.
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 an 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 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.

Learning Opportunities - BOE Policy 6:110, 6:120, 6:160, 6:170

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 Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be

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

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.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Public Act 100-1112: Parent Notification for Students with Disabilities

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

Equal Educational Opportunities - BOE Policy 7:10

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, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

The Sex Offender Community Notification Law - BOE Policy 4:170

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

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.

Free Milk, Free and Reduced Lunches, and Fees – BOE Policy 4:130

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.

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 and presenting required documents, 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.

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

Asbestos Management Plan – BOE Policy 4:160

This is to inform you of the status of the Lockport Elementary District 91 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos in 1967. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between the hours of 8 A.M. and 4 P.M., Monday through Friday.

Parent Notifications Under ESSA - BOE Policy 5:190

Teacher Qualifications: Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

Standardized Testing: Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PARCC, ISA, FitnessGram, MAP, ACCESS for ELLs, DLM-AA. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

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

Library/Media Requests and Reconsiderations

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

If parents have objections to any of our LRC materials, they can voice their concerns by completing a Citizen's Request for Reconsideration of LRC material which can be found at www.d91.net/scp.