

INTRODUCTION

District Mission Statement

“Our mission is to provide opportunities for our youth to develop educationally, emotionally, physically, and socially to the fullest extent of their abilities.”

Vision Statement

The staff at Sandwich Middle School is committed to establishing and maintaining an equitable and dynamic educational experience designed to meet the unique physical, emotional, and social needs of the adolescent learner. We realize that a strong home – school – community relationship emphasizing good communication is crucial to the successful completion of our mission.

Preamble

This handbook is provided to the students and their families to acquaint them with rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Illinois School Code

All aspects of the operation of Sandwich Middle School comply with the regulations stated in the Illinois School Code. Any situation that arises during the operation of the school may be addressed in this handbook, the Illinois School Code or both.

SCHOOL ATTENDANCE

School Attendance

The district’s educational program is built on the premise that regular attendance is vital to a student’s success. Seeing that a student maintains regular attendance requires a cooperative effort among students, parents/guardians and school personnel.

Reporting an Absence

To report an absence, parents or guardians are to call the school (815) 786-2138 between 6:00 a.m. and 10:00 a.m. on the day of the absence. (An answering machine will take calls before 7:30 a.m.) NOTES WILL NOT BE ACCEPTED FOR A STUDENT’S ABSENCE. If a phone call is not received by 10:00 a.m., a reasonable attempt will be made to contact a parent or guardian. If contact cannot be made, the absence will be considered UNEXCUSED.

Valid Causes for Absenteeism

In keeping with Section 26-2a of the Illinois School Code, this district considers the following circumstances to be valid causes for a student’s absence (students with over seven absences will be required to produce a doctor’s note in order for the absence to be excused.):

- Illness (medical documentation will be required for chronic absences).
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency (must be approved by the school administrator).
- Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator.

Anticipated Absences

Excused absences will be granted for medical, dental and legal business as well as other parental requests made in advance. The school must be notified through the procedure listed above. When full-day absences are anticipated, it is the responsibility of the STUDENT to request their assignments and to make sure they are submitted upon their return. It may not be possible to get homework in advance. If the teacher is not able to produce homework in advance, the student will be given extra time to complete their missed assignments upon return to school.

After a student is required to produce a doctor’s note, anticipated absences (without a doctor’s note) are no longer excused and will be marked as unexcused.

If an absence is unexcused the student will receive zeros for all assignments.

School Tardies

Students arriving to class after the last bell (8:00 a.m.) may be issued a detention after receiving a third tardy to school. Students arriving after 8:10am will be issued a 45 min. school detention. Three tardies will count as one unexcused absence. Chronic tardiness will result in additional disciplinary action and referral to the county truant officer.

Signing in Late

If a student is arriving to school late due to an appointment (i.e.; doctor, dentist) the student will need to be signed in by their parent or guardian in the office prior to going to class. Failure to do so would result in the student being counted as unexcused from any classes missed.

Signing out Early

If a student needs to leave school early for any reason he or she will need to be signed out by their parent or guardian in the office prior to leaving the building. Failure to do so would result in the student being counted as unexcused from any classes missed.

Classroom Tardies

Students are expected to be on time for each class. (A passing time is given to allow students to go to their locker, use the washroom, etc.) The individual teacher and/or team of teachers will handle classroom tardies. Chronic tardies will result in additional disciplinary actions and/or possible referral to the county truant officer.

Sandwich C.U.S.D. #430 Truancy Policy

Potential problems need to be identified and names must be referred to the building administrator. Teachers, nurses, counselors, social workers, and the secretary in charge of attendance are the main sources for identification of problems. The building principal should work with the head secretary on how to monitor and refer absences.

Unexcused Absences

Examples of unexcused absences include, but are not limited to, the following:

- personal grooming appointments not related to medical conditions
- automotive maintenance
- employment during school hours when not related to a high school educational program
- oversleeping
- every three accumulated tardies
- if a doctor's note is required and not received within three calendar days of the missed day(s)
- student cuts school

Determination of excused absences will be made by the administration. The administration can deviate from these guidelines depending on individual circumstances.

In all unexcused absences the following guidelines will be followed for grading purposes:

- No make-up work for unexcused absences. This includes tests and quizzes.
- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up during the next five-hour Saturday detention in session. Tutoring and/or help will not be given during this detention. This only applies to the days missed after the student is officially designated as a truant.

Students shall be permitted no more than seven excused absences, including vacations, per school year based upon parental/legal guardian confirmation for the reasons of the absence. After the student has been excused seven times in one school year, additional excused absences for illnesses may only be verified through a written medical statement from a physician. After seven excused absences, the school office will notify the parents/legal guardians by certified mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level),

religious reasons that prohibit attendance for a given time or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count toward the seven days permitted by this section.

When a student reaches four unexcused absences a letter will be sent to the parent/legal guardian warning of future consequences related to attendance. At nine unexcused absences, the student will be referred to the DeKalb County Truant Office for intervention.

When counting unexcused absences, the district will count back 180 school days i.e. unexcused attendance days from the previous year will be counted towards the student's current school year attendance records. When requested, the student will be required to provide a doctor's note. Notes and letters will be placed in the student's temporary file.

Each building principal or designee will compose a letter at the end of the year. The letter should list all students identified with a truancy problem through referral. This list should list the student name, attendance record and all interventions to date. The list will be forwarded to the building principal responsible for the student in the following school year. This letter will be placed in the student's temporary file.

Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parents and guardians:

- Conferences with school personnel.
- Counseling services of school counselors, social workers or psychologists.
- Placement in alternative educational programs.
- Referral to community agencies for appropriate services.

SPECIAL EDUCATION SERVICES

Description

Special education services are available to those students who have been determined to have a disability that requires additional services to be successful in the educational setting. Students will be served in the least restrictive environment. The special educator may go into the classroom or provide pull-out services in small group or on an individual basis depending on the student's needs.

Response to Intervention (RtI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, classroom and individual paraprofessionals and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004).

PPS Team

Sandwich Schools each have a Pupil Personnel Service Team. (PPS Team) These teams are made up of the Parent(s), Director of Student Services, the school psychologist, the school speech/language

clinician (as needed), the school social worker, the classroom teacher, a special educator, and the school nurse. The PPS teams at each school meet monthly to discuss children who have been identified by the TAT process as having concerns that cannot be remediated using the RtI process. Based on a recommendation from the PPS team, and written agreement from the parents to proceed, a case study evaluation may be conducted. Not all PPS Referrals will end in a case study evaluation.

Eligibility

After a full case study evaluation, an Eligibility Review will be conducted. At this meeting, the IEP Team (the PPS Team members), will determine, based on the information gathered, if a child qualifies for special education services. Qualification/eligibility for special education services will depend on whether or not a specific disability is identified and if that disability has an adverse impact on the child's ability to be successful within the regular education setting without the provision of special education services. If the child qualifies, an Individual Education Plan (IEP) will be developed. The IEP will outline the program that will best meet the academic and/or behavioral needs of the students. If the child does not qualify for the special education services, other interventions and strategies may be presented to the parents and teacher. Parental consent must be obtained by the school (1) before Special Education testing may take place and (2) before a child receives any Special Education service.

MISCELLANEOUS

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform the office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All

visitors must return to the main office and sign out before leaving the school.

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

Chaperones and Volunteers

In an effort to maintain a safe environment, Sandwich CUSD #430 may request that a chaperone and/or volunteer agree to a criminal background check. Should you have questions regarding this procedure, please contact your building principal.

All chaperoned field trips require supervision before the field trip (as students are assembling), during travel time and during the actual visit to the location. Therefore, during Sandwich School District field trips, all chaperones are required to participate in supervision during bussing. Parents may drive separately, but they will not be allowed to act as chaperones, unless administrator(s) grant approval for extenuating circumstances.

Parents driving separately may transport their own child(ren), but they will not be allowed to transport other students.

In addition, if fees are waived for chaperones, they will not be waived for parents driving separately not acting as chaperones.

Registration Requirements

It is imperative that you complete all registration card information for your child before entry to school each year. Parents are required to provide the school with a home telephone number and an emergency number. Persons listed must be aware of and have given you consent to have their name and telephone number listed under the emergency category on the registration card. We ask that that person be within reasonable proximity to the school.

Parent Concerns

In spite of our best efforts to facilitate communication and maintain an efficient educational environment, it is inevitable that situations occur at school that may cause students, parents, teachers and the administration considerable concern. In the event such a situation arises, please follow these steps to address your concern:

- Talk directly to the staff member who is involved. The teacher can generally be contacted by phone at the following times: 7:45 a.m.-7:55 a.m. and 2:55 p.m.-3:20 p.m. If a conference is needed please set up an appointment.
- Teachers can also be contacted by e-mail. E-mail addresses for each teacher can be obtained on the Sandwich Middle School website.
- If you still have concerns after speaking/meeting with the staff member, please contact the principal, Mr. BJ Richardson, at Sandwich Middle School, (815)786-2138.
- In the event that concerns still exist, please contact the superintendent, Mr. Rick Schmitt, at the Central Office, (815) 786-2187.
- If the problem has not been resolved after these steps, Mr. Schmitt will notify the Board of Education, which will, if necessary, take appropriate action aimed at resolving the situation.

Parent Organization

Each school has an active parent organization, which sponsors many valuable activities for students, parents and staff. All parents are encouraged to participate.

Supervision Before and After School

To ensure your child's safety, please plan his/her arrival no earlier than 7:45 a.m. The school day will begin promptly at 8:00 a.m.

Once students arrive at school (by bus or walking), they are to remain on school grounds until the end of the school day, unless a parent or guardian has made arrangements in advance by contacting the school office. Students are not to be in the building without appropriate supervision.

Within each class level, each team of teachers has their own daily schedule. This flexibility will allow time for special projects and activities to be completed with minimal disruptions.

Students are to leave the building and grounds promptly at the conclusion of the school day (2:55 p.m.). No student should be in the building after 3:05 p.m. without teacher or parent supervision.

Posting of Pictures and Student Products

In order to highlight student achievement, student photos or products will be posted on the school website without use of full names. Photos or products may also be published in local newspapers with or without use of full names. As per district policy, consent to use your child's photo or products are implied. Your consent, however, may be withheld in accordance with the provisions concerning Student Records. Questions concerning this policy can be referred to building administration.

School Pictures/Yearbook

Pictures are taken at school in September as a service to parents and a fund-raising activity. All students have their picture taken and are offered a choice of packages from which pictures may be purchased. Pictures are generally delivered prior to Christmas. Students who are absent on the day of pictures will be scheduled for retakes. Those extremely unsatisfied with their first pictures may also request retakes. Information about pictures will be sent home with the students prior to the taking of pictures.

Each year, around January, students will be given information regarding purchasing a yearbook, which includes pictures of events throughout the school year along with class pictures. This is offered to the students at a cost. Students will be asked to order yearbooks in advance. Students will receive their yearbooks towards the end of that school year.

Audio/Video Equipment

District #430 may use audio/video equipment to monitor hallways, classrooms, school grounds and buses.

The equipment is used to encourage a safe and orderly school environment. Students may receive consequences for their misconduct or their inappropriate actions as recorded by this equipment.

Sex Offender Registration

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. This sex offender information is available on this web address www.isp.state.il.us/.

Asbestos Management Plan

Federal laws require that the district complete any necessary repairs to areas containing asbestos within one year. Laws also require that a visual surveillance of asbestos-containing areas is completed every six months, and re-inspection and re-testing of samples be completed every three years.

The complete Asbestos Management Plan is available for review in the building administrative office. Should you have any questions, please contact the Sandwich Middle School principal at (815) 786-2138.

Integrated Pest Management Plan

Sandwich Community Unit District #430 utilizes an integrated pest management program and lawn care products application that incorporates the guidelines as established by Public Act 91-525 and Public Act 96-0424 for the schools in the district. The district contracts with a professional pest control service and lawn care service to assist the district in maintaining a safe and pest-free environment for the students of the district. Applications are made throughout the year and are completed when students are not in attendance.

Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the central office.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Closing

In an effort to provide for the safety of your child at all times, the district has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that schools are closed or that there will be an early dismissal due to inclement weather or some other emergency. Families are expected to develop a contingency plan for their child should an early dismissal be necessary.

Automated Communication System

Through an automated notification & communication system, parents will be able to be contacted via telephone numbers and e-mail addresses that have been provided to the school in an attempt to inform parents of school closings and other school information. Should your phone numbers and/or email addresses change at any time, please contact that your student's school.

Announcement of No School

If a cause for closing occurs before the opening of school in the morning, parents and teachers will be informed about the closing between 6:00 a.m. and 8:30 a.m. through the following stations:

WSPY-FM-107 or WGN-TV Channel 9

On inclement weather days, the school district encourages parents to check for up-to-date information on school closing by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-Fm 107.1 and/or

WGN-9 television station. Parents may also go to www.emergencyclosings.com for school closing information and can sign up for e-mail of notification of school closing through this site.

Lunch Schedule

The following lunch schedule will be in effect for the 2009-2010 school year:

- Sixth grade 11:48-12:18 p.m.
- Eighth grade 12:22-12:52 p.m.
- Seventh grade 12:53-01:23 p.m.

This schedule will be altered on special curricular days and if conflicts exist.

Hot Lunch Policy

Sandwich Middle School students will be using a debit card to purchase lunch and a la carte items. The debit card system is web-based and allows parents to monitor their child's food choices and dollar balances. In addition, a debit card can be charged with as much money as each parent chooses. All students will receive a debit card free of charge. A replacement card will be issued for a nominal charge.

In order to monitor your child's account, you must first log in and establish your child's account. To set up your child's account, you must access two links through the district website: www.sandwich430.org. Once you log onto the district website, click on the "Lunch" link and then click "Debit Card Login." On the "Debit Card Login" page, click on the "Sign Up" Button and enter your e-mail address, your name, and your student's I.D. number. (This is found on your student's I.D. and/or report card.) The site will send a password to your e-mail account. Once you are authorized to use the system, you can return to the "lunch" page and then use the "Web Store" link to add money to your student's account.

You also can choose to continue to send a check or cash with your child to purchase lunch. When money is turned in at lunchtime, no change will be given. Instead all cash will be deposited into your child's account. Each standard lunch will cost **\$2.40**.

Students purchasing hot lunch are asked to bring **\$12.00** on the first day of school. This

will provide enough money for your child to eat lunch for a week while you set up your child's account.

If your child does not have money in his or her account, he or she will be allowed to purchase two lunches on credit. Your account will be charged and payment will be expected promptly. After a child has been given two lunches on credit, students will be offered a basic school-chosen lunch. Your child's account will continue to be charged the price of a lunch for each basic school-chosen lunch. If a student has a balance below \$0, no a la carte purchases will be allowed.

Free and Reduced Lunch Policy

Families whose gross income is at or below a certain level may make applications for free or reduced lunches. Parents may apply at any one of the schools your children are attending. One form will meet the requirement for your entire family.

Free and reduced lunch applications will be available at each school in the fall. Complete and return to the school. The office will notify you of your eligibility.

Waiver of School Fees

The law states the fees should be waived to all students "whose parents are unable to afford them, including but not limited to children eligible for free lunches, textbook fees, extra-curricular/participation fees...etc. 105 ILCS 5/10-20.13.

Field Trips

All field trips will be planned well in advance and will be approved by the school administration. Written permission by the parent or legal guardian is required prior to the trip. Students may be asked to pay a fee to offset transportation costs or trip fees.

Bus Policy

The School Bus Behavior Management Plan outlines appropriate student behavior and possible consequences for misconduct. Please see the "Bus Rules" section on page 26.

Telephone

During the day, students may be allowed to use the telephone in the office with the permission of a teacher. Only students in possession of a telephone pass may use the phone. In the event that a student must call long distance, the school secretary, under the direction of the principal, must authorize this expense. Parents should advise students of the appropriate procedures for reaching them "long distance."

Student of the Month

At the end of each month, one student from each team is chosen as the Student of the Month. Among other things, these students act as a positive role model, striving to do his/her best in the class and shows dedication to his/her work. P.E. and explore also select students.

Fundraising

Only those fundraising activities that benefit Sandwich Middle School students will be endorsed or permitted.

Lockers

Lockers are made available through the school district for use by individual students or assigned partners. Students are required to use the lockers to which they have been assigned. **At no time should locker combinations be given to anyone who is not assigned to that locker. MONEY AND VALUABLES SHOULD NOT BE LEFT IN LOCKERS. CUSD #430 assumes no responsibility for stolen items.**

Students should be aware that the lockers are the property of CUSD #430. The administration may consider an inspection (i.e. drug sniffing dogs) necessary to maintain the integrity of the school environment and to protect other students. Student permission is NOT needed for inspection.

GRADING POLICIES AND PROCEDURES

Grading Criteria

Sandwich Middle School strives to provide a variety of age appropriate opportunities for students to successfully demonstrate their

knowledge of the subject matter and to foster student responsibility by considering work quality, effort, and task performance. Letter grades will be assigned according to the following percentage grading scale:

A= 90 - 100%	C= 70 - 79%
B= 80 - 89%	D= 60 - 69%
	F= 0 - 59%

EDLINE

Parents of Sandwich Middle School students can now make a few mouse clicks to find out how much homework their child has, when the next test is, and how their sons and daughters are doing in their classes. Edline is an internet-based program that lists grades, homework assignments and class updates for every student. Parents will be given a username and a password to access their student's information. Any other questions please call the Sandwich Middle School office at (815) 786-2138.

Progress Reports

Parents or guardians will be notified of student performance every two weeks; reports will be sent home with students. Should there be any questions regarding the reports, the issuing teacher is to be contacted by calling the office at (815) 786-2138 or via e-mail.

Report Cards

Report cards will be issued to the students on a quarterly basis. Report cards will be distributed within 5 school days of the end of the quarter. The final report card will be handed out on the last day of school. All fees and library fines must be paid before the final report card is issued.

Incomplete Grades

An incomplete grade ("I") may be issued when a student has not had an opportunity to complete the required work because of an absence. When an ("I") is given, the student will have a maximum of two weeks to make up the work, depending on the number of days absent. Incomplete grades that are not removed within the two week period will be adjusted to a failing grade.

Honor Roll

Honor Roll eligibility will be determined by the grades recorded on the report card. This includes all academics and Physical Education. The three levels of recognition are:

High Honor Roll

All "A's"

Honor Roll

All "A's" and "B's," no "C's"

Honorable Mention

*"B" average, "C's" acceptable
(no "D's" or "F's")*

Retention/Intervention Policy

The purpose of the following retention/intervention policy is to hold students accountable for learning.

Retention

Students attending Sandwich Middle School may be retained for any one of the following reasons:

- Receiving 4 or more F's (quarter grades) for the entire year.
- Receiving 3 F's in one course (quarter grades) for the entire year.
- Excessive absences.
- Illinois School Achievement Test (ISAT) scores reflecting academic achievement at least two years below grade level.

Interventions

Interventions are steps designed to help students be successful. The following is a list of interventions that may be used:

- Daily intervention utilizing learning logs, assignment notebooks, phone calls home, and/or notes home.
- Homeroom interventions: students are offered help to finish incomplete work by the teacher or peer tutors.
- Lunch CRUNCH Intervention
- After school/before school intervention
- Saturday homework intervention

Summer School

Teachers recommend students if they display inadequate skills that result in any

one or more of the four items listed under Retention (see above).

Students receiving four or more F's must attend summer school and pass equivalent number of classes to be promoted.

Students who receive three F's in any one subject must attend summer school and pass the failed subject area to be promoted.

ASSIGNMENTS

Homework

Sandwich Middle School considers growth and responsibility major objectives. Work assigned on a given school day is to be completed and handed in for grading on that day. However, there will be a number of assignments that your child will be required to complete at home. The objective of this homework is to establish sound work and study habits for your child.

Please encourage your child to complete these assignments and return them when they are due.

Each student is required to purchase a Learning Log to record daily assignments. The Learning Log is also designed to foster communication between the school and home.

Make-Up Work

Students are encouraged to make up all written work missed as the result of an excused absence. It is the responsibility of the student to see that the work is made up within a reasonable amount of time (usually one day for each day of absence). If a student is absent **TWO OR MORE DAYS**, a request for schoolwork to be sent home may be made by parents **BEFORE 9:00 a.m.** The work may be picked up in the office by 3:15 p.m.

Late Assignments

Each grade level of teachers will determine consequences regarding assignments turned in past the due date. Students and parents will be informed of those consequences in advance.

Cheating

Students may be issued zeros for incidents of cheating, copying, plagiarism or any other deceptive means used to receive credit for schoolwork. Parents or guardians will be notified of any incident and disciplinary action may follow.

Extra Credit

If an individual teacher decides to give extra credit, they will determine when and how extra credit will be offered to students.

Extra credit should not be expected to bolster failing grades at the end of a quarter. It is the responsibility of each student and their parent/guardian to monitor classroom progress.

HEALTH MATTERS:

Health/Physical Examination Requirements

All 6th grade students must have a complete physical examination on file prior to the first day of school. The physical must include up-to-date immunizations. Students will not be allowed to attend school without meeting the above requirements.

All students participating in inter-scholastic sports must have a physical on file prior to participation. The normal sixth grade physical may be used to satisfy this requirement for sixth grade student only.

Dental Examination Timetable

A.) Before May 15 of the school year, each child in kindergarten and the second and sixth grades shall present to the school proof of having been examined by a dentist in accordance with Section 27-8.1 (1.5) of the school code and the requirements of this Part. (Section 27-8.1 (1.5) of the School Code) The examination must have taken place within 18 months prior to May 15 of the school year.

B.) For the purposes of subsection (A), "proof of having been examined by a dentist" means submission of a Department-prescribed dental examination form, signed and dated by a licensed dentist.

C.) If a child in the second or sixth grade fails to present proof of having been

examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:

- 1.) The child presents proof of a completed dental examination. (Section 27-8.1 (1.5) of the School Code) Submission of a completed examination form, in accordance with subsection (B), constitutes proof of a completed dental examination.
- 2.) The child presents proof that a dental examination will take place within 60 days after May 15. (Section 28.1 (1.5) of the School Code) A written statement or appointment card, prepared by a dentist, dental hygienist, or his or her designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place. The child must present proof of a completed dental examination at the beginning of the following school year.
- 3.) The child presents a dental examination waiver form, in accordance with section 665.450 of this Part.

Illness and Injury

Illness and injury occurring at school should be reported immediately to the classroom teacher. Immediate action will be taken, which may include notification of the school nurse as well as a parent/guardian.

Medication

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, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

Unless otherwise authorized by the school nurse, no School District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription 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 medication for immediate use i.e. Asthma/epi pen, at the student's discretion, as prescribed by their physician, provided the student's parent(s)/guardian(s) have completed and signed a "Self Administration 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 the medication's storage by school personnel. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to student's including administering medication.

- Medication shall be brought in a current pharmacy container clearly marked with the student's name, prescription number, medicating name/dosage, date, administration route, refills remaining, physician's name and pharmacy address and phone number. Over-the-counter medication must be in the original container with the ingredients listed and be in the container with the child's name. Parents must submit written notification of dosage, time medication is administered at home and school, and date medication is to be discontinued.
- The parent must report immediately any changes in prescription or dosage, and new permission forms must be obtained for each change.

- The student and/or parents are responsible for claiming any unused medication at the end of the school year. Any medication not picked up on or before the last day of school will be destroyed.
- Additional information regarding medication and school health services is available through the school nurse.

Communicable Diseases

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

- 1.) Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 2.) In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- 3.) Examples of communicable diseases include, but are not limited to, chicken pox, measles, impetigo, and strep throat.
- 4.) A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

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

STUDENT RECORDS

Sandwich Community Unit School District #430 keeps records of its students in two files, a permanent record file and a temporary file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975.

Notification of Family Privacy Rights

The school Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Students and Family Privacy Rights, is available upon your request from the office. Please read the policy for a more thorough explanation of these rights.

Please note that parents/guardians may inspect certain documents and/or refuse to allow their child(ren) to participate in certain activities. The school will not penalize any students whose parents/guardians exercise this option. The box below includes a sample letter that would be sent home informing parents/guardians of a specific activity.

Your child or ward will be asked to complete a survey as described below: *District inserts survey description, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous.*

This activity is scheduled on or about: *Insert date.*

If you would like to inspect this survey, please contact the school where your child or ward is enrolled by: *insert date.*

If we do not hear from you by this date, we will assume you do not object to having your child or ward participate in the survey.

Definition of Student Records

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and

not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

Maintenance of School Student Records

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

Student Permanent Record

The student's permanent record consists of:

- Basic identifying information
- Academic transcript, report cards, grade-level achievement
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Examination
- Information pertaining to release of this record
- Honors and awards received.
- School –sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, transferred, or withdrew.

Student Temporary Record

The student's temporary record consists of all information not required to be in the permanent record and may include:

- Family background information
- Intelligence and aptitude
- Psychological reports
- Achievement test scores, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records

- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education materials: current I.E.P. and M.D.C.
- Verified reports or information from non-educational persons, agencies or organizations
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Record of release of temporary record information.

Information in the temporary record will indicate authorship and date. The district will maintain the student's temporary record for at least five years after the student graduated, transferred, or withdrew.

Inspection of Student Records

- Parents have the right to inspect, challenge and copy their child's records until the student attains 18 years of age.
- Students have the right to inspect, copy and release their permanent record.
- Students will not have access to their temporary records without parental permission until they attain 18 years of age.
- Student records will be made available to parents or eligible students within fifteen school days from the time a written request is received.
- When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
- Copies of student records will be provided to eligible parents and students upon written request. The school will charge a fee determined by the Board of Education.
- Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.

- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by an individual of any information from the student's temporary record which such individual may obtain through the exercise of any right secured under the School-Student Records Act.

Right to Control Access of Student Records

District #430 will release student records to an official record custodian of another school in which the student has enrolled or intends to enroll.

The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and/or challenge such information. If parents do not respond within ten (10) days to the notice of their right to inspect, copy or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Access to Records Without Parent Consent

- District #430 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary records.
- School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials and will notify parents in writing regarding the judicial order and the information so provided.
- Student records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent will be personally identified from the information released.

- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other person.
- Student records may be released to the DeKalb County Special Education Association (DCSEA). This could include psychological, social, and medical information of a highly confidential nature.
- Records of eighth grade students entering high school will be sent from the middle school to the high school attendance center. This transfer of records will be completed by July 1, following the completion of eighth grade.
- Under article 9528 of the ESEA (20 U.S.C. article 7908) directory information is available upon request to military recruiters.

School “directory information” may be released to approved agencies at the district’s discretion. Directory information includes:

- Name, address, gender, grade level, birth date, birthplace and parents’ names and addresses.
- Academic awards, degrees or honors.
- Period of attendance in the school.
- Information in relation to school-sponsored activities, organization, and athletics.

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released.

That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

Challenge Procedures

Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child’s records, exclusive of grades.

- A request to challenge the contents of a student’s record must be made in writing to the school’s official records custodian and must state in specific terms what entries in the child’s record are being challenged.

- The records custodian will conduct an informal conference with the parents within 15 school days of the receipt of the written challenge.
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 9.04.

Annual Notice to Parents Concerning Student Records

State and federal law gives parents (and students over 18 years of age) certain rights concerning the student’s school records. These rights are listed below.

- You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request.
- You have the right to request changes in your school records if you believe the records are inaccurate, misleading or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
- You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information to do their job as an employee or volunteer.
- You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

SPECIFIC DISCIPLINARY CONCERN

(Listed alphabetically)

Alcohol, Drugs and Look-Alike Drugs

It is illegal in Illinois for anyone under the age of 21 to be in possession of alcohol. It is illegal for anyone to possess, sell, manufacture, or use drugs or look-alike drugs. Violations of these laws will be referred to the proper law enforcement authorities. No student shall possess, use, transmit, purchase, transact business, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine or other intoxication liquor, or possess, use, or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the students mood or behavior.

This policy includes but is not limited to; alcohol, alcohol look-alikes (i.e. Sharps, O'Douls), drug paraphernalia, look-alike drugs and/or drugs. Students who violate this policy on school grounds or during school sponsored activities (home or away) will be suspended and/or expelled from school.

The Sandwich School District maintains and practices a strict policy for students in possession or who solicit, purchase, or transact business of drugs/drug paraphernalia/look-alike, or who are under the influence of these substances on school grounds or during school sponsored activities i.e. using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an

illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressively or implicitly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

Students are not allowed to wear any garment/jewelry or any other items that are related to alcohol, drugs and/or cigarettes.

Bullying

Aggressive behavior, including bullying of a student by another student or group of students, is prohibited. As used herein, the terms "aggressive behavior" and "bullying" mean:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent ability to do so.
- Any intentional display of force that would give the victim reason to fear or expect bodily harm.
- Repeated and systematic harassment and/or attacks on others including, but not limited to mean:
 - a) Physical violence
 - b) Verbal taunts or name calling (including ethnic and gender-based putdowns).
- Certain off campus conduct, including but not limited to, using any internet or social networking website to threaten, or make indecent lewd, slanderous, harassing, or abusive statements that negatively affect a student or employee of the district, and have the effect of disruptive a school, the educational process, the teaching environment, or a school activity.

Students and parents shall be notified of the prohibition against such conduct and the penalties for violating the prohibition by:

- Including the prohibition in publications for students.
- Posting such information at each individual school.
- Including such information in student handbooks.

Any student who has been found to have, committed aggressive behavior or bullying shall be required, in addition to any discipline imposed, to have a parent conference. Any student who has been found to have committed aggressive behavior or bullying on two or more occasions shall be subject to further discipline, which may include suspension or expulsion.

The superintendent shall implement steps for early intervention, including staff responses and identifying factors to combat aggressive behavior or bullying.

Computer Use

The use of computer labs, software and related items is a privilege and not a right. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse. If a student vandalizes or otherwise deliberately damages the hardware or software, the student (or parent) is responsible for paying for the repair or replacement of the damaged items and may be suspended. If a student damages, destroys, copies, tampers with or tries to gain access to confidential files or information, he/she may be suspended and/or recommended for expulsion. The loading of personal software is prohibited and a student/parent will be held responsible for any damage caused by such an action. The student also may be prosecuted under copyright laws.

Computer Lab

There are specific rules and guidelines regarding computer and Internet usage in the media center and the computer lab. These rules will be discussed at the beginning of the school year and a parent signature will be required.

Civility

Any action which mocks, humiliates, ridicules or offends a student or staff

member on the basis of (but not limited to) cultural, racial, religious, sexual orientation, physical condition and/or mental condition will not be tolerated.

Dress Code

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to be dressed in a manner that reflects modest taste and is not distracting to teachers or other students or is detrimental to the educational process. When a student's appearance is felt to be detrimental, a parent-administrator conference will be arranged. Caps, hats and sunglasses are not to be worn inside the building. They may not be in a student's possession during the school day. Sunglasses may be worn in the building if a physician's statement is on file in the office. Coats, jackets, gloves, and purses are not to be worn or carried in the school. Coats and jackets include, but are not limited to, light jackets with or without zippers, windbreakers, overcoats, etc.

Accessories (including but not limited to jewelry, toys, chains, etc.) considered objectionable or detrimental to the educational process will not be allowed in the building. Any clothing deemed unacceptable will need to be changed or the student will be sent home to change. Any time missed will be considered unexcused.

Although this list is not comprehensive, the following also are prohibited:

- See-through clothing.
- Midriff tops.
- Spaghetti straps, tank top, and halter-tops.
- Short shorts.
- Exposed undergarments.
- Apparel printed with offensive pictures or words, advertising drugs/tobacco/ liquor/violence or explicit sexual themes.
- Gang signs (see section on gangs).
- Sweat/Wrist bands

Accessories (including but not limited to strings, chains, keys or toys) attached to belts/loops, wallets or worn in any other fashion are prohibited.

Each grade level will use its discretion in respect to the use of book-bags and backpacks. Sport bags should be put in your locker when you arrive at school. Book-bags, backpacks and sport bags will not be allowed at lunch.

Electronic Devices (Radios, Cell Phones, Pagers, CD Players, Laser Pens, etc.)

Electronic Signaling Devices:

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices:

The possession and use of cell phones and other electronic devices, including paging devices, two-way radios, and text messaging devices are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, locker, or vehicle.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They must not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Cell phones with cameras are not permitted in bathrooms or locker rooms.

Electronic study aids may be used during the school day under either of the following conditions:

- Use of the device is provided in the students IEP.
- Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids may include but are not limited to; tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study guides include but are not limited to; hand-held electronic games (e.g., Game Boys), CD players, MP3 players, AM/FM radios, and cellular telephones

The school district is **NOT** responsible for the loss or theft of any electronic device brought to school.

LASER AND LIGHT PENS ARE STRICTLY PROHIBITED

Any prohibited electronic devices brought to school and/or used at non-approved times are subject to confiscation until the end of the school year.

Fighting

Fighting will not be tolerated. Students who engage in fighting will receive consequences as determined by the administration, which may include in-school suspension, out-of-school suspension and/or recommendation for expulsion for persistent problems. Students may be arrested and charged.

Games, Toys, and Cards

Students are not allowed to bring games, toys, and cards to any class throughout the school day unless a staff member gives them prior approval. If toys are used during your commute, they should be put away as soon as you arrive at school. Games, toys, and cards need to be kept in your locker and will be confiscated and held for a parent to pick up if they are removed through the school day. The school assumes NO responsibility for lost or stolen items.

Gum, Snack, and Beverage Policy

Gum, snack, and beverages are only allowed in the individual classrooms at the discretion of the teacher.

Gang Information

Gang related or unauthorized group activity will not be permitted at Sandwich School District. Participation in any unauthorized club or gang activity including, but not limited to, the display or possession of gang symbols or colors, soliciting others for membership; requesting the payment of dues, insurance or other forms of protection from any individual or group; intimidating or threatening any individual or inciting others to participate in any form of physical violence involving persons or property will result in disciplinary action. The wearing, displaying, drawing of gang

identifiers is prohibited. These gang identifiers include but are not limited to the following: playboy insignias, 5 or 6 pointed stars, 3 or 5 pointed crowns, pitchforks, gloves or any other attire, item or symbol the principal or the Sandwich Police Department has designated as a gang identifier, whether or not it had been previously designated in this or any other statement or policy. A list of identifiers will be maintained in the school office.

The Sandwich School District maintains and practices a strict policy for any students involved in gang related or unauthorized group activities.

No student shall engage in any gang activity, including but not limited to:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang,
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
- Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Lunchroom Conduct

In order to accommodate the student body without delays and provide for a safe and sanitary lunch, the following regulations have been developed:

- All eating shall be confined to the cafeteria.
- Glass containers are not allowed. All beverages and plastic containers must be properly sealed.

- Garbage and unwanted food will be disposed of in the appropriate trash containers.
- Students are responsible for their own messes.
- Students may use the first floor washrooms only during lunch and must receive permission from lunchroom staff.
- Keep hands, feet and objects to yourself at all times.
- Keep noise to a reasonable level during lunch and at dismissal.
- Students must report to the lunchroom on time, as with any other class.
- Failure to follow lunchroom rules will result in a student being isolated for lunch and disciplinary action may be taken.

Obscenity

Obscene, profane or vulgar language, written, verbal or expressed by symbols, will not be tolerated on school premises. Profanity directed toward school personnel will result in a suspension.

Permanent Markers/Liquid White Out

In order to keep our school clean, permanent markers and liquid white out are not allowed. Students will be warned one time. After one warning, students will be issued a detention. See Level II acts of misconduct after second offense.

Sexual Harassment

Sexual harassment is defined as any unwelcome act or comment, sexual in nature that is considered offensive, whether intended or not. It will be treated as a Level IV Act of Misconduct in the district Behavior Management Plan. Procedures for handling these incidents include:

- Suspected acts of sexual harassment are to be reported immediately to the appropriate administrator by students, faculty or staff.
- Both students are to be immediately removed from the classroom environment. Parents of both the alleged victim and the alleged harasser will be notified.

- The administrator will verify the offense, confer with staff members involved and inform the school counselor within 24 hours of the alleged incident.
- The school administrator will inform the victim and their parents of their rights to follow informal or formal procedures in resolving the matter within 72 hours of the alleged incident.
- School officials will contact law enforcement officials, if and when it is necessary.
- A complete and accurate report will be submitted to the superintendent, who will forward a copy to the school board.

Disciplinary Options

- Conference with parents or guardians.
- Conference with guidance counselor.
- Removal from interscholastic activities.
- Suspension.
- Expulsion from school.
- Alternative instructional program.

Treatment of Non-Teaching Personnel

The office secretaries, library clerk, custodians, bus drivers, teaching assistants and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. They are to be considered part of the faculty and shall be accorded the respect and obedience shown all faculty members. Profanity directed toward non-teaching personnel will not be tolerated.

Treatment of Substitute Teachers

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Any student not showing respect for or deliberately harassing a substitute teacher is committing a Level II Act of Misconduct. Profanity directed toward substitute teachers will not be tolerated.

Weapons & Criminal Acts

The Sandwich School District maintains and practices a strict policy for students in possession of, or soliciting, purchasing or transacting the business of weapons, knives, guns and instruments or articles that might be injurious to a person or property on school grounds or school sponsored activities.

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

DISCIPLINARY PROCEDURES

The discipline plan utilized at Sandwich Middle School is based on the Assertive Discipline model developed by Lee Canter, one of the nation's leading experts in behavior management. This discipline model has been used effectively by schools throughout the United States.

Assertive Discipline is based on a very simple, sensible premise - that by setting uniform standards of behavior for all students in all areas of the school, there will never be a question as to how students are to behave. We teach our students responsibility for their own behavior. They are given a clear choice - follow the rules and enjoy the rewards, or break the rules and receive the consequences.

Each teacher has developed his or her own Assertive Discipline Plan that is always in effect within the classroom. In addition, specific rules are established for the cafeteria, playground and hallways. Again, there will be rewards for those students who choose to observe the rules and consequences for those who do not. If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide meaningful consequences for your child. It is important that our children know that both the home and the school are working together to influence their behavior.

Our goal is to create an ideal learning atmosphere for your child. We want a safe, orderly school in which your children can receive the type of education they deserve.

Behavior Expectations

- Follow directions the first time given.
- Listen respectfully when others are speaking.
- Work in class without disturbing others.
- Respect others' rights, feelings and property.
- Conduct yourself in a manner that promotes safety for all.

Potential CONSEQUENCES include

- Warning
- Teacher Detention (morning and/or after school) with parent or guardian contact.
- Teacher detentions during lunch do not need parent or guardian contact, but every attempt will be made to notify parents or guardians. During lunch detentions students will be allowed to bring their lunch to the detention.
- Additional discretionary action including parent contact/conference, extended

teacher detention and/or team meeting with student.

- Referral to the administration team for further disciplinary action including, but not limited to, extended detentions, in-school study assignment, and suspension.
- Referral, by the administration team, to the school board for possible expulsion for up to 2 years.

Severe Clause

Students may be referred to the office at any time for severe disruptions.

Lunch Detentions

Lunch detentions may be issued for minor infractions that occur during lunch or passing periods. Students serving lunch detention will be required to eat silently in an isolated area with supervision of teachers or another staff member.

Classroom (Teacher) Detentions

Teachers may issue classroom detentions when students fail to comply with school or classroom rules. A duplicate form requiring parent and student signatures will be used to notify parents/guardians of the detention. The issuing teacher will determine the length and time of the detention. Failure to serve a classroom detention will result in additional parent contact and possible disciplinary action.

School Detentions

School detentions will be held on Wednesdays of each week. The duration will be from 3:00-3:45 p.m. They may only be issued by the administration. Students who fail to serve school detentions will receive additional consequences.

Parents are responsible for arranging transportation on days when their child must serve a detention.

Temporary Removal from Class

Temporary removal from class will be utilized as a disciplinary option. Students will be sent to the office when being removed from class.

Three-Hour After-School Detentions

Three-hour after school-detentions are held on Tuesday and Thursday afternoons from 3:00 p.m. to 6:00 p.m. at the high school. Students are to meet in the SMS office and be escorted over to the High School.

Saturday Detentions

A Saturday detentions is a five-hour period served from 8:00 a.m. to 1:00 p.m., during which students are isolated from their regular activities and are required to pursue academics under the supervision of a certified staff member in "quiet room conditions."

It is the responsibility of the individual student to acquire his/her assignments from teachers. Students who fail to bring enough work to occupy themselves for the entire detention period will be removed and assigned another detention date, plus a consequence for being removed.

Students absent from detention without an administrative excuse will be assigned another date, plus a consequence for being unexcused.

In-School Study

ISS may be utilized as a disciplinary option during regular school hours in accordance with the District Behavior Management Plan. Students assigned ISS will not be permitted normal contact with other students. Students are expected to work on materials provided by their teachers and will receive full credit if completed. Bathroom breaks and lunch periods are part of the schedule.

An ISS is not always available and may not be an option.

Out-of-School Suspension

The superintendent, the principal, the assistant principal and the dean of students are authorized by the Illinois School Code to suspend pupils for up to ten days. Any suspension shall be reported as soon as possible to the parents or guardians including a statement of reasons for the action and a notice of the parental right to review the action. The School Board or a hearing officer appointed by the board may review actions taken by the superintendent,

the principal, the assistant principal and the dean of students upon the parents' and/or guardians' request. At the review, the parents/guardians may appear and discuss the suspension with the board or the hearing officer. The hearing officer, if used, is to report to the board by means of a written summary of the evidence heard at the meeting. After the board's review or after the receipt of a written report from the hearing officer, the board may take action as determined appropriate by the board.

Classroom absences due to suspension shall be considered excused. Suspended students are prohibited from attending and/or participating in any school-sponsored extracurricular activities on the day of their suspension. Students who have been suspended three or more times during a school year may be recommended for alternative placement or expulsion.

For out-of-school suspensions, students and/or parents/legal guardians are encouraged to pick-up work. This work will be due upon the student's return to school. If a teacher is unable to give all homework in advance, then the student will be given an extra day for each day missed, to complete the assignment. Tests and quizzes shall be given upon the student's return to school.

Suspension-Parental Rights

The superintendent and principal have authorization, by the Illinois School Code, to suspend pupils for up to ten consecutive school days. Any suspension shall be reported as rapidly as possible to the parents or guardians along with a full statement of reasons for the suspension and the notice of their right to review. Upon request of the parents/guardians, the school board or a board-appointed hearing officer shall review the action taken by the superintendent or principal. At such review, the parents or guardians of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is utilized, he will submit to the board a written summary of the evidence heard at the hearing. After viewing this report, the board may take such action as it finds appropriate.

Expulsion

The School Board is authorized to expel students guilty of gross misconduct or disobedience (included in but not limited to conduct outlined in Levels II, III or IV of the Behavior Management Plan) for the remainder of the school year or any portion thereof. The students and parents or guardians shall be given the procedural protections as outlined in Board Policy 715.05. Briefly, these protections include a written notice of charges, an opportunity to call witnesses and a right to cross-examine adverse witnesses.

Corporal Punishment

Corporal punishment is not a part of the Assertive Discipline Plan of Sandwich Middle School.

Search and Seizure

School lockers are property of the school district and students are allowed to use the same as an accommodation. Therefore, students should not have any expectation of privacy in matters placed in school lockers.

School authorities are permitted to conduct general inspections of all school property, including searches of lockers, as a means of protecting the health, safety, welfare of the district, its employees and students, without notice or consent of the student and without a search warrant.

In all cases, school authorities may search school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or district rules.

If a search produces evidence that a student has violated or is violating the law or a school rule, such evidence may be seized by school authorities and disciplinary action may be taken. If necessary, such evidence may be transferred to law enforcement authorities.

BEHAVIOR MANAGEMENT PLAN

School discipline requires the combined efforts of students, parents and staff members. This plan is designed to outline various rights and responsibilities for school discipline, together with guidelines for

consequence options. In order for this plan to be effective, the combined efforts of all parties are necessary. While we believe that this plan provides a unified approach to conduct and discipline that is in the best interests of all students, it is by no means perfect. Suggestions for improvement are always welcome.

Level I Acts of Misconduct

These acts of misconduct are considered minor but do impede the orderly operation of the classroom, playground and school. Such misbehavior is usually handled by an individual staff member, but may require the intervention of other school personnel. If the violation occurs in the classroom setting, staff members are to invoke the Classroom Management Plan as approved by the principal.

Examples of Level I misbehavior may include, but are not limited to:

- Classroom disturbances.
- Bullying.
- Dishonesty.
- Failure to follow directions.
- Littering.
- Tardiness.
- Public display of affection.
- Inappropriate dress.
- Cheating.

Appropriate disciplinary options for Level I, in no particular order, include, but are not limited to:

- Verbal reprimand.
- Conference with the student(s).
- Communication with parent or guardian.
- Referral to guidance counselor.
- Withdrawal of privileges.
- Detention after school (with parent notification).
- In-School Suspension.

Level II Acts of Misconduct

This involves misbehavior with a frequency or seriousness that tends to disrupt the learning climate of the school.

Those infractions, which result from the continuation of Level I misbehavior, require the intervention of the administration because attempts to modify the behaviors using Level I disciplinary options failed to remedy the situation. While these may not be a direct threat to the health and safety of others, the educational consequences are serious enough to require corrective action by the administration.

Examples of Level II misbehavior may include, but are not limited to:

- Continuation of unmodified Level I problems.
- Possession or use of smoking materials including cigarettes, matches or lighters
- Cutting Class.
- Truancy.
- Forgery or the use of forged notes or excuses.
- Bullying.
- Disrespect/insubordination.
- Misrepresentation or refusal to identify self.
- Loitering.
- Gambling.
- Stealing.
- Removal from class.
- Verbal abuse.
- Falsified phone calls.
- Failure to abide by corrective measure for misconduct.
- Bus misconduct.

Appropriate disciplinary options for Level II, in no particular order, include, but are not limited to:

- All options included under Level I Acts of Misconduct.
- Referral to administration.
- Completion of a behavior contract.
- Referral to an outside agency.
- Saturday detention.
- Suspension of bus privileges.
- Out-of-School Suspension.

Level III Acts of Misconduct

These include actions directed against persons or property that may or may not seriously endanger the health and safety of others in school. Level III misbehaviors can usually be handled by the school disciplinary mechanism. The corrective measure used by the school will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

Examples of Level III misbehavior may include, but are not limited to:

- Continuation of unmodified acts of Level II problems.
- Possession or use of smoking materials (second offense).
- Possession or under the influence of alcohol/controlled substance on school property.
- Possession of look-alike drugs, paraphernalia or a controlled substance.
- Fighting.
- Inappropriate use of Electronic communication device.
- Bullying.
- Vandalism (minor).
- Extortion.
- Trespassing.

Appropriate Disciplinary Options for Level III, in no particular order, include, but are not limited to:

- All options included under Level II Acts of Misconduct.
- Financial restitution.
- Referral to appropriate law enforcement officials.
- Alternative education programs.
- Recommendation for expulsion.

Level IV Acts of Misconduct **[WILL NOT BE TOLERATED]**

These misbehaviors involve actions that are so serious that they always require administrative action, which may include financial restitution, suspension, expulsion, law enforcement authorities and/or action by the Board of Education.

Examples of Level IV misbehavior may include, but are not limited to:

- Continuation of unmodified Level III problems.
- Furnishing or selling controlled substances (drugs or look-alike drugs).
- Possession of a weapon (including look-alike and toys).
- Threatening or intimidating others.
- Possession of a laser or light pen.
- Arson.
- Setting false fire alarms (i.e. dialing 9-1-1, pulling fire alarm).
- Bomb threats.
- Theft (major).
- Bullying.
- Possession or sale of stolen property.
- Computer tampering.
- Gang involvement.
- Gross misconduct/insubordination/disrespect.
- Sexual harassment.
- Acts of misconduct, which seriously threaten the safety of students, staff and/or school property.

Appropriate disciplinary options for Level IV, in no particular order, include, but are not limited to:

- All options included under Level III Acts of Misconduct
- Other actions deemed appropriate by school administration

SCHOOL BUS RULES **(Transportation Department)**

Parents and Guardians

Please discuss these bus rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing a SAFE and EFFICIENT bus ride.

Your child should understand that riding a school bus is a privilege requiring appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message is most appreciated.

Bus Service Eligibility

Transportation is provided for all students in the district residing at a distance of one and one-half miles from their assigned schools or where a safety hazard is a concern.

Eligible students will be assigned a bus according to their residence.

Students will not be transported to a babysitter or daycare center. The transportation department has been instructed to bus eligible students from home to school and back home only.

The Board of Education has approved the procedure of allowing students to be dropped off anywhere on their assigned route where their assigned bus may stop, however, changing buses for any reason will not be permitted.

While the transportation department has been instructed to continue busing eligible students from home to school and back home again, no longer will non-eligible sibling(s) receive transportation (I.E. where one family member attends Sandwich Middle School and is eligible, and their sibling attends Woodbury and is not eligible based on their home, the student attending the middle school qualifies and the student attending Woodbury does not).

No student will be permitted to ride a bus that is not his or her designated a.m./p.m. bus.

Parents must make arrangements to transport friends. ***NO EXCEPTIONS.

Be Prompt

Students are expected to be on time to their assigned bus stop but should not arrive earlier than ten minutes before the scheduled arrival.

At the Bus Stop

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others.

Students are expected to respect other's property. When the bus approaches, students must obey the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

Driver Authority

The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior concern.

Permanent Routes

The route stops and approximate pick up/drop off times have been established. Do not ask the bus drivers to stop at places other than the regular stops; drivers are not permitted to do this except by authorization from the transportation department.

Boarding/Departing the Bus

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arms. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT WALK BEHIND THE BUS.**

Bus Conduct

Safe, respectful conduct is expected of all students to insure safety:

- Follow the bus driver's directions the first time they are given.
- Use classroom voices on the bus.
- No swearing, rude gestures, cruel teasing, name calling or put downs.
- Students must remain seated while the bus is in motion.
- Respect others and their property.
- Keep your hands to yourself.
- No eating or drinking is allowed on the bus.
- Students must be absolutely quiet when approaching a railroad-crossing stop.
- Students cannot use cell phones or noise-making electronic devices on the

bus (see the Electronic Devices section in the school handbook).

Serious or persistent violations offensive to or endangering the safety of others will result in disciplinary action. The age of the students will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus.
- Throwing objects in or out of the bus.
- Possession of dangerous weapons or articles (i.e. sharp objects, etc.).
- Destroying or defacing bus property.
- Use of sparking devices.
- Smoking or use/possession of drugs, alcohol or any form of tobacco.
- Obscene gestures or profanity directed to the bus driver or others.
- Possession of laser pointers.

Items Not Allowed on the Bus

For reasons of safety and health, the following items are NOT allowed on a school bus:

- Glass objects: bottles, jars, etc.
- Open containers of food, drink, gum.
- Live animals, bugs, and worms.
- Plants, dirt, other growing projects.
- Oversized objects and instruments; those that cannot fit safely in the seat with the student.
- Weapons, guns, knives, razor blades, etc. (real or toy).
- Skate boards, roller blades, baseball bats, basketballs.
- Any item which cannot be transported easily or which creates a safety concern.
- Distractive electronic devices or trading cards.
- Possession of laser pointers.

Please arrange for alternative transportation if any of the restrictive items are needed at school.

Student Discipline

The district has adopted a progressive discipline policy, which emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Conduct Report."

Use of Video Cameras

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students. In addition these will be used to monitor the performance of drivers in the fulfillment of their duties on the school bus.

Disciplinary Procedures

When, in opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a Bus Conduct Report will be issued. The intent is to maintain good order and a safe environment for students riding the buses to and from school or school sponsored activities, as well as to notify parents of the misconduct of their children. See the student handbook for school disciplinary procedures.

Gross Misconduct

Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, possession of drugs or alcohol will result in immediate loss of bus privileges for a period of time. The individual school will determine the consequence. Assault of a driver will result in immediate suspension and a police report may be filed.

Bus Regulations

The following regulations have been categorized as either Level I or II. The seriousness and frequency of the misbehavior have determined the regulation placement. Please keep in mind that bus misconduct may result in school disciplinary action.

Level I Regulations

- Students are expected to be on time to their assigned bus stop but should not arrive earlier than ten minutes before the scheduled arrival. In order to

maintain a dependable time schedule, drivers have been instructed not to wait for tardy students.

- When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals, granting them permission to cross. They should cross the road far enough in front of the bus so that both student and driver can see one another.
- As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive noise can be distracting. Failure to keep the noise level low will result in disciplinary action.
- At no time will a student be allowed to extend any part of their body out of a bus window. Throwing objects or yelling out the window are also prohibited.
- Students are expected to help keep buses clean.
- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat.
- Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a babysitter or relative. Due to increased enrollments, many buses are at capacity and granting such requests presents the possibility of overloading.
- Students are expected to comply with the bus driver's authority. Boarding, exiting, changing seats, standing or walking inside the bus should be done only with permission from the driver.
- Students are to occupy assigned seats when the driver feels such action is necessary.

Level II Regulations

- Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage will be reported
- Possession or use of tobacco, alcohol or a controlled substance on the bus or at a bus stop is not only a violation of bus regulations, but the school code as well
- Students who damage or vandalize a school bus will not only face consequences, but also will be obligated to pay for damages before being allowed to resume riding
- Students using/displaying obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action

***Students who receive three written notices for Level I bus misbehavior are automatically subject to loss of riding privileges. A single violation of Level II regulations could result in the loss of riding privileges.**

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, the current practices, procedures, rules, regulations and code of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstance and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are

not limited to, the actions described in this handbook.

RIGHTS AND RESPONSIBILITIES

"A child educated only at school is an uneducated child."

Student Responsibilities

- Come to school every day and be on time.
- Come to class prepared (books, paper, pencils, etc.) and complete daily assignments.
- If needed, ask your teachers for help.
- Help care for books, supplies and all school property.
- Be polite and courteous to students, teachers and staff.
- Keep yourself neat and clean.

This code of conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Student Rights

- Learn and receive help with your studies
- Be protected from physical or verbal abuse.
- Respectfully give your point of view, as long as it does not harm others.
- When appropriate, be disciplined in private.
- Be informed of the School Disciplinary Code.
- Be treated respectfully by other students and staff members.

Parent Responsibilities

- See that your child attends school regularly and on time.
- Understand the responsibilities of the teachers and administrators who take the place of parents during the school day, and support the rules of the school.

- Safeguard your child's health by making sure that he/she goes to the doctor and/or dentist regularly and when necessary.
- Attend school conferences and other activities.
- Plan a time and place, with supervision, for your child to do homework.

Parent Rights

- Expect a classroom atmosphere that allows good education to take place.
- Review your child's records.
- Be informed of your child's attendance, learning or behavior concerns.
- Share in parent activities.
- Receive periodic reports on your child's progress in learning.
- Request a teacher conference between 7:45 a.m. and 8:00 a.m. or 3:00 p.m. and 3:20 p.m.

Teacher Responsibilities

- Arrive to school on time and be prepared for the day's lessons.
- Provide the best possible classroom climate for learning.
- Respect all students and parents.
- Be available during school hours to confer with staff, parents and students.
- Enforce the rules of the school courteously, consistently and fairly.
- Assist with behavior management throughout the building.
- Contact parents/guardians when concerns involving a student's academic, behavioral or emotional well-being arise.

Teacher Rights

- Expect students to behave properly.
- Expect assignments to be completed and on time.
- Be treated respectfully by students, parents and other staff members.
- Call for a parent conference when a student concern arises.

INTERSCHOLASTIC ATHLETICS/ EXTRACURRICULAR ACTIVITIES

Available Programs

Students at Sandwich Middle School have the opportunity to participate in the following extracurricular athletic programs:

Fall Sports

Boys: cross-country, soccer, & stats
Girls: cross-country, volleyball, soccer, & stats

Winter Sports

Boys: basketball, wrestling, & stats
Girls: basketball, cheerleading, poms., & Stats

Spring Sports

Boys: track and field, & stats
Girls: track and field, & stats

Other non-athletic activities are also offered under the same general guidelines. Students and their parents are responsible for monitoring academic progress.

ELIGIBILITY

The eligibility standard for all participants at Sandwich Middle School is consistent with IESA school by-law 2.040 (Scholastic Standing). Students must be passing every class, including physical education and explore classes, in order to participate. Grades will be checked on Friday of each week and will apply to the following week (Monday-Sunday). A list of ineligible students, as well as those with academic or behavioral concerns, will be sent to the coach. Each student who is declared ineligible will not be allowed to participate for one full week, even if the grade is brought up prior to this time. A student who is ineligible for four consecutive weeks may be dismissed from the team. Students and their parents are responsible for monitoring academic progress.

A current physical examination, proof of insurance/wavier, and payment of the \$50 athletic fee must be on file in the school office prior to any participation. IESA programs also require age verification.

Attendance

A student must be in attendance one-half day (four academic periods) in order to practice or participate in an extracurricular event that day. Exceptions may be granted for pre-arranged absences or emergencies.

Code of Conduct

Participation in extracurricular activities is a privilege and not a right.

Therefore, compliance with this code of conduct is required. Participation in any activity by the student will be considered an agreement to abide by all of the requirements of this code with the understanding that any violation will receive the discipline or response provided below. Use or possession of alcohol, illegal drugs or tobacco is prohibited. Athletes are expected to adhere to these expectations at all times. It is also important that athletes learn positive values, work ethics, and good citizenship skills. Any behaviors that reflect negatively on the team or school may result in consequences determined by the coach, athletic director and/or school administration. Consequences vary depending upon the severity of the infraction.

During any period of suspension, members of an extracurricular team or organization must, under direct supervision of a coach or sponsor, participate in practices (when not serving consequences) but will not be allowed to participate in games or contest. They must also adhere to the sponsor's or coach's own set of consequences. Failure to do so may result in dismissal from the team.

If an infraction occurs during the summer or "off" season (i.e. the student is not

participating in the sport currently in season), the student will be suspended for the next sport in which he/she participates.

Consequences for Code of Conduct Violations

Drugs and Alcohol and Tobacco

First Offense

Successful completion of an approved counseling program and suspension from athletic contest as listed below:

All sports 5 contests

Second Offense

The student will need to successfully complete an approved counseling program and will be suspended for twice the number of contests as incurred on the first offense.

Third Offense

The student will be suspended from participation in athletics until they have obtained professional counseling for substance abuse and the counselor recommends to the principal that the athlete is fit to return to athletics. The athlete also will be suspended for the same number of contests prescribed for a second offense violation. The athletic director will make the final determination of eligibility in such cases.

All other conduct violations will receive consequences as determined by the individual coach or sponsor.