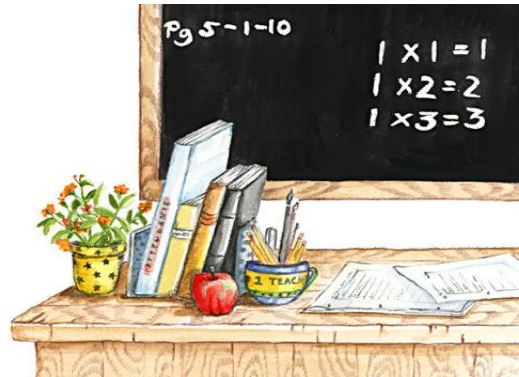




SCHOOL STUDENT HANDBOOK

2011 - 2012



*322 East Third Street
Sandwich, IL 60548
815-786-6316
VISIT OUR WEBSITE AT
WWW.SANDWICH430.ORG*

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PRINCIPAL

Pre- K
Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Resource
Bilingual
Reading Specialist
P.E.
P.E.
Music
Pre-K Parent Educator
Social Worker
Speech
Nurse
Head Secretary
Secretary
Custodian
Part Time Custodian
Media Center Coordinator
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Pre-K Teaching Assistant
Teaching Assistant
Cafeteria
Cafeteria

786-6316

WELCOME

On behalf of the faculty and staff of Woodbury School, I would like to extend a sincere welcome to all of our students and parents. The 2010 – 2011 school year will offer many exciting opportunities for all of us. We look forward to working with you to provide your child with the best possible educational opportunities and to share the goal that your child will reach toward his/her maximum potential.

The information that follows is designed to define policies and regulations that will assist the administration and staff to operate our school efficiently. However, this document is not intended to be all-inclusive. We recognize that from time to time, questions may arise regarding the policies or regulations. In the event that problems arise related to your child's achievement and/or behavior in the classroom, please feel free to consult with your child's teacher. Accordingly, if you have any questions or concerns that are school-wide in scope or you are unable to resolve problems at the classroom level, please feel free to call me at school (786-6316).

Again, welcome to Woodbury School. We invite you to visit the school throughout the school year. Together we can make a difference for our students.

Dr. Shirley DeCorte, Principal

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 ability...”

MISSION STATEMENT

“ Woodbury School is an active family learning environment where children are encouraged to grow socially, emotionally, and academically. Our children will feel safe, respected, supported, and challenged to become lifelong learners.”

Please refer to the district website www.sandwich430.org and the link to the individual schools to obtain information such as calendars, monthly newsletters, forms, menus, faculty, staff and administrators' email addresses, emergency school closings, etc.

DAILY SCHEDULE

7:45	Playground supervision begins
8:00	Children enter building, go to classrooms
8:10	School begins
11:45	Dismissal for half-day kindergarten
	Lunch/Recess 45 Minutes
2:50	Dismissal

VISITORS/VOLUNTEERS

To ensure the safety of our students, all outside doors to the school will be locked. All visitors and volunteers, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors/volunteers should identify themselves and inform office personnel of their reason for being at school. In the event a parent wishes to pick up their child early from school, the student will meet the parent in the office.

Visitors/volunteers must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors/volunteers are required to proceed immediately to their location in a quiet manner. All visitors/volunteers must return to the main office and sign out before leaving the school. Persons volunteering during the instructional day should make child care arrangements for children not enrolled in elementary school.

Visitors/volunteers are expected to abide by all school rules during their time on school property. A visitor or volunteer who fails to conduct him 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.

VISITOR/VOLUNTEER CELL PHONE USE

If you anticipate your visit to be more than a few minutes, please turn your cell phones to vibrate or off to limit distractions to the learning environment.

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 principal 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.

PARENT ORGANIZATION

Our school has an active parent organization. This organization sponsors many valuable activities for both students and the parents. Information is sent home, early in the school year, concerning activities and committee groups. All parents are encouraged to participate in this organization.

ILLINOIS TEXTBOOK LOAN PROGRAM

Sandwich Community Unit School District #430 participates in the Illinois Textbook Loan Program. By signing the handbook sign-off, parents and students agree loaned textbooks will be provided to students in accordance with the administrative regulations required by the Illinois State Board of Education.

PARENT CONCERNS

What should a parent do if a school concern should arise? Parents should follow a chain of communication when there is a concern. The first step is to contact the teacher and discuss the problem (815-786-6316). Teachers can generally be contacted by phone at the following times: 7:45 AM to 8:00 AM or 2:55 PM to 3:20 PM. Teachers may also be contacted via email. Email addresses can be found on the district website. If a conference is needed, please set up an appointment.

If the problem is not resolved at that level, please call the Principal, Dr. DeCorte (815-786-6316), to discuss the problem. A joint conference involving the parents, teacher, and principal will be held when necessary.

The next step on the chain of communication, if the problem is not yet resolved, is to contact Mr. Schmitt, the Superintendent of Schools, (815-786-2187), and repeat the process. The final step in the chain of communication is to ask the Superintendent for School Board involvement.

ACCURATE REGISTRATION CARD INFORMATION

It is imperative that you complete all Registration Card information for your child before entry to school each year. Parents are obligated 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 THIS EMERGENCY CATEGORY ON THE REGISTRATION CARD.** We ask that persons listed be within reasonable proximity to the school.

ENTRANCE REQUIREMENTS

1. Children who enter Kindergarten in August must be five years old on or before September first of that same year.
2. When registering for Kindergarten, you must bring the certified copy of your child's birth certificate from the county of their birth along with a photocopy, which the school office will keep.
3. Sandwich School District #430, in accordance with school code #105 IL.CS 5/27-8.1, has established that all students entering Kindergarten, sixth, and ninth grades have a completed physical examination and up-to-date immunizations by the first day of school. The required immunizations are diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, and varicella (chicken pox).
4. The state of Illinois requires all Kindergarten, Second and Sixth grade students to have a dental exam completed and on file by May 15th of the current school year.
5. The State of Illinois requires all children enrolling in Kindergarten to have an eye examination.

REGISTRATION FEE WAIVER

The law states the fees, including but not limited to registration and participation fees, be waived to all students "whose parents are unable to afford them, including but not limited to children eligible for free lunches or breakfasts....." 105 ILCS 5/10-20.13. This automatically includes all homeless children. If you need this form please contact the school office.

EXPECTATIONS

This district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of absences and their causes. The district expects schools to monitor each student's attendance and inform the parents or guardians of any attendance problems.

STUDENT ABSENCE/ATTENDANCE

The regular attendance of all students is required. School attendance is the responsibility of the students and parent(s)/guardian(s). Parents or guardians are to call school (815-786-6316), for their child before 8:30 AM the day the student is absent. In the event that a phone call is not received on the day of the absence, school personnel will notify parents according to listed numbers on the emergency form. If parents cannot be reached and emergency contacts do not know why the student is absent, the student will be identified truant for the day.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility, and further phone calls will be unnecessary.

VALID CAUSES OF ABSENTEEISM

This district, in keeping with Section 25-2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absences: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator, other situations approved by the school administrator. If illness includes a fever, a student should be fever free, without medication, for 24 hours before returning to the classroom.

MEDICAL DOCUMENTATION

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

EXCESSIVE ABSENTEEISM

The district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in the academic performance or social development of the child. Excessive absenteeism includes excessive tardiness. See district truancy policy on page 30.

VACATION

The district discourages parents or guardians from taking vacations during periods when school is in session. See district truancy policy on page 30. Such vacations may disrupt the continuity of a student's learning and create educational problems. Parents are urged to make arrangements in advance of the planned date(s) of absence. If you have questions regarding vacations please contact the school.

DRESS GUIDELINES

The appearance of any young person is primarily the responsibility of 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.

HEALTH POLICY

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 directed by the Administrator, 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", which includes doctor and parent signatures, is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medications 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. inhaler/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 students including administering medication.

- Medication shall be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication 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 affixed.
- 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 medications 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.

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.

Communicable Diseases:

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. 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:

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

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

Recess Policy:

Requests asking that your child be allowed to remain within the building during recess will be honored for, at most, a two-day period. Children must present a written request from the parent in order to stay inside. Students with such requests may enter the building upon arrival in the morning and **report to the office**. If parents request that their child remain indoors for greater than a two-day period, the request must be supported by a physician's statement.

Physical Education Policy:

As with the recess policy, requests asking that your child be excused from gym class will be honored for, at most, a two-day period. If parents request that their child miss gym class for greater than a two-day period, the request must be supported by a doctor's statement.

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, or

3.) The child presents a dental examination waiver form, in accordance with section 665.450 of this Part.

Vision Examination:

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15.

This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

Nutrition Before School:

Children need to arrive at school having had a nutritionally balanced breakfast. It is obvious that students will more likely perform at their optimum if their nutritional needs have been met. The energy expended by youngsters this age is considerable and proper nutrition in the morning and at noon will better insure their abilities to concentrate on their academic pursuit.

Nutrition

District administration and the nurses are reviewing new state laws regulating nutrition. Information will be shared with the committee.

HOT LUNCH/DEBIT CARD POLICY

Woodbury students will use a debit card to purchase lunch. 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 fee.

In order 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, under "lunch menu" go to "web store". The "web store" will allow you to set up an account for your child and deposit money whenever you like. The second link requires you to return to the "lunch menu" tab on the district website. After returning there, the link can be found at the bottom-left of the screen and is labeled "debit card login."

You also can choose to continue to send a check or cash with your child to purchase a lunch. When sending a check or cash, please enclose it in a sealed envelope so students will be less likely to lose it. Label the envelope with the student's name, classroom, teacher's name and what the money is for. 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.

Hot lunch menus will be sent home monthly, but daily selections may change.

FREE AND REDUCED LUNCH POLICY

Applications may be made for free or reduced lunches by families whose gross income is at or below a certain level. Apply at any school in the district in which your child is attending. One form will meet the requirement for your entire family. Free and reduced lunch applications will be available at registration, the school office, or the district office. Complete and return to any school and the office will notify you of your eligibility.

GRADING

Academic growth is the primary goal established for each student in our setting. Your child's demonstrated efforts will be judged in accordance with the following established grading scale.

Kindergarten

N=NOT YET – Indicates child has not yet acquired a specific skill, behavior, or accomplishment.

I=IN PROCESS -- Indicates child's knowledge, behavior, or accomplishments are in the emerging stages.

P=PROFICIENT – Indicates child can reliably demonstrate the skills, knowledge, behaviors, and accomplishments.

First and Second Grades

(S) 100% - 70% Child meets or exceeds expectation

(N) 69% or lower Needs improvement

Third Grade

A= 90% - 100%

B= 80% - 89%

C= 70% - 79%

D= 60% - 69%

F= 59% and below

WORK HABITS

The Sandwich primary schools consider growth in responsibility a major objective. 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 may be asked to complete at home. The objective of this homework is to establish sound work and study habits in your child. Please encourage your child to complete these assignments to the best of their ability and return them to school when they are due.

PROGRESS REPORT

At the end of the fifth week of each grading period, teachers complete a formal report to be sent to the parents of students who need to improve (Grade 1-2) or are earning a grade below C (Grade 3). The formal report, referred to as a Progress Report, will inform you that your child is receiving a below average grade. This allows parents and school to work together to assist the child in bringing up the grade over the remaining four weeks of the grading period. Should students exhibit unsatisfactory progress prior to the end of the fifth week of the grading period, the teacher will contact you via telephone.

WE ENCOURAGE PARENTS TO CONTACT THEIR CHILD'S TEACHER WHENEVER CONCERNS ARISE.

REPORT CARDS

Kindergarten report cards are issued at the end of each semester. A kindergarten progress check list will be issued at the end of the 1st and 3rd nine weeks. First, second, and third grade report cards are issued each quarter.

RETENTION

Students attending the Sandwich Primary Schools may be retained for either of the following reasons:

- A Failing or Needs Improvement grade in one or more academic subjects.
- Agreement by staff and parents that retention will be in the best interest of the child.

FIELD TRIPS

All field trips will be planned well in advance and be approved by the school administration. All field trips will be educational in nature. Written permission of the parent or legal guardian is required prior to the trip for informational purposes. Students may be asked to pay a fee to offset the cost of the trip.

A walking field trip permit must be signed by a parent or guardian and kept on file at each primary school. This allows children to walk to various places within the Sandwich City Limits with their class. Please fill out the permit in the registration packet and return it with your registration forms.

CHAPERONE AND VOLUNTEERS

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

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 a small group or on an individual basis depending on the student's needs.

Rtl:

Response to Intervention (Rtl) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The Rtl 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. Rtl 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, building principal, and the school nurse. The PPS teams at each school meet monthly to discuss children who have been identified by the Teacher Assistant Team (TAT) as having concerns that cannot be remediated using the Rtl 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.

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

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

For further information, please contact the school principal.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

SPEECH AND LANGUAGE SERVICES

Our Speech and Language teacher will screen youngsters to determine if they are having any difficulties in their Speech and Language development. Students who need this service will be pulled out of the classroom and receive individual or small group instruction several minutes during the week.

DISCIPLINE

The discipline plan utilized by Woodbury School is based on the Assertive Discipline model developed by Lee Canter, one of the nation's leading experts in behavior management. It has been used effectively by schools throughout the United States for more than twenty years.

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. Assertive Discipline involves determining rewards and consequences. Students are given a clear choice – follow the rules and enjoy the rewards, or break the rules and receive the consequences. We, therefore, teach our students responsibility for their own behavior.

Our goal is the academic growth of each child. It is essential to provide an orderly atmosphere in which optimum learning can take place. This setting, which is comprised of the child's classroom, school playground and cafeteria, must be structured to insure each child's health and academic welfare. Fully understood building and classroom rules will insure that the most can be made of each instructional moment in the classroom and that children will experience social growth through their interaction with peers as well as with the staff members in the building. Simply put, failure to adhere to the rules and regulations established at school will result in negative consequences. These consequences are specified in accordance with the District Behavioral Management Plan. (See page 24 - 30.)

SUSPENSION AND EXPULSION POLICY

No student may enroll as a student in the District who has been suspended or expelled, for any reason, from any other public or private school in this or any other state, until the entire term of such suspension or expulsion has been completed; provided, however, that the Superintendent may, after due consideration of the circumstances, allow enrollment in an alternative school program established under Article 13A of the School Code, if available, for the remainder of the suspension or expulsion.

BUS POLICY

Students are required to board and get off their buses at their assigned stops. This policy has been established due to the maximum loads on our various buses, as well as legal liabilities. We also require a note to be written to your child's teacher and bus driver on any day that you do not wish to have your child ride home on the bus. Many times children will indicate that they are not going to ride home on the bus when in fact they should ride home on the bus. We want to insure that children do not miss the transportation provided. This is a precautionary safety measure. Please read the Transportation Department – Bus Rules pages 31 - 34.

SUPERVISION BEFORE SCHOOL

School personnel are assigned on a daily basis to supervise students on the playground or in the gym in case of inclement weather. This supervision starts at 7:45 AM each day. Please plan your children's trip to school so that they do not arrive at school prior to 7:45 AM.

OUTDOOR RECESS

Our school policy is to go outside for recess any time the temperature, including wind chill, is 10 degrees or higher. Administrative discretion may deem that the weather or playground conditions at an individual school require students attend indoor recess. Please make sure your child is properly dressed for winter weather. Hats, mittens, boots, snow pants, and a warm coat are all needed for the colder weather. Parents will be notified if we feel their child is inappropriately dressed for winter weather conditions. If there are financial concerns for providing winter outerwear, please contact the school.

SCHOOL CLOSING

In an effort to provide for the safety of your child at all times, the Sandwich Schools have 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.

ANNOUNCEMENT OF NO SCHOOL

In the event of severe weather, or other unforeseen circumstances, the administration will determine whether school is to be held. If a cause of closing occurs before the start of the school day, parents and teachers will be informed about the closing between 6:30 AM & 8:30 AM through the following:

Alert Now:

Through an automated notification and 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 e-mail addresses change at any time, please contact your student’s school.

Stations:

WSPY FM 107.1

WGN-TV Channel 9

On inclement weather days, the school district encourages parents to check for up-to-date information on school closings 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 on 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.

**SANDWICH COMMUNITY UNIT SCHOOL
DISTRICT #430**

NOTIFICATION TO PARENTS 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, Student and Family Privacy Rights, is available upon your request from the school office. Please read the policy for a more thorough explanation of these rights.

Please note that a student’s parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities described in the box below. The school will not penalize any student whose parent(s)/guardians(s) exercises this option.

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 _____.
(District inserts date before sending notification)

If you would like to inspect this survey, please contact the school where your child or ward is enrolled by _____. (District inserts required response 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.

PARENT/GUARDIAN NOTIFICATION **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.

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 by 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 0.04.

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.

SCHOOL PICTURES

Pictures are taken at school in September as a service to parents and a fund raising activity. All students have their pictures taken and are offered a choice of packages from which pictures may be purchased. Pictures are generally delivered by the end of second quarter. Students who are absent on the day of pictures will be scheduled for retakes. Information about pictures will be sent home with the students prior to the taking of pictures.

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.

PRIVATE PARTIES

If you plan on hosting a private party (i.e. birthdays, etc.) invitations should be mailed rather than distributed from school. Due to privacy issues, the school is unable to provide student addresses or phone numbers.

GANG INFORMATION

Gang related or unauthorized group activities will not be permitted at Sandwich School District schools. 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, five or six pointed stars, three or five pointed crowns, arrows, 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 such 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:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act of omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. 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.

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 intoxicating 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'Douals), 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 drugs, 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 expressly or impliedly 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.

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 or instruments or articles that might be injurious to a person or property on school grounds or school sponsored activities.

A student who uses, solicits, possesses, controls, purchases, transacts business, or transfers a weapon or an 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 a weapon 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, not intended, to do bodily harm.

INTERNET RULES

Authorization For Internet Access

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The student’s signature on the consent and waiver form is legally binding and indicates the student who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the District’s Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
2. Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your message to others.

- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Be safe. Do not reveal the personal addresses or numbers of students or staff.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or support of illegal activities may be reported to the authorities.
 - e. Be considerate. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
4. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
- a. Using the network for any illegal downloading of software, regardless of whether it is copyrighted or devirused
 - b. Downloading copyrighted material for other than personal use
 - c. Using the network for private financial or commercial gain
 - d. Gaining unauthorized access to resources or entities
 - e. Invading the privacy of individuals
 - f. Using another user's account or password without written permission
 - g. Posting material authored or created by another without his/her consent
 - h. Posting anonymous message
 - i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - j. Using the network while access privileges are suspended/revoked
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and information obtained through its services is at your own risk.
6. Indemnification – The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to arising out of any breach of this authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges.

Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per – minute surcharges, and/or equipment or line costs.

ELECTRONIC DEVICES

Cell Phones and Other Electronic Devices:

The possession and use of cell phones and other electronic 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.
- 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.
- The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs (which includes, but is not limited to, nude or semi-nude photographs of persons under the age of 18), whether by electronic data transfer or otherwise (commonly called “sexting”) on school grounds, or at any school function, is prohibited. In addition, the same may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, possessing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, in addition to school discipline, will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sex offender registries.

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

- Use of the device is provided in the student’s 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., GameBoy), 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 electronics devices brought to school and/or used at non-approved times are subject to confiscation until the end of the school year.

AUDIO/VIDEO EQUIPMENT

Sandwich School District 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 inappropriate actions as recorded by this equipment.

ASBESTOS MANAGEMENT PLAN NOTICE

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 be 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 office. Should you have any questions, please contact the building principal at 815-786-6316.

INTEGRATED PEST MANAGEMENT AND LAWN CARE PRODUCTS APPLICATION PLAN NOTICES

Sandwich Community Unit School 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.

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/.

BOARD ADOPTED POLICY ON BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a building administrator or counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment
 - c. Depriving a student of educational aid, benefits, services, or treatment
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal. Current board policy will be followed.

An allegation that one student was sexually harassed by another student shall be referred to the building principal for disciplinary action.

SEXUAL HARASSMENT PROCEDURES

Sexual harassment will be considered a Level IV Act of Misconduct in the Behavioral Management Plan.

DISCIPLINARY RESPONSE

-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 alleged harasser will be notified.

-The administrator will verify the offense, confer with staff member(s) involved and inform the school counselor within 24 hours of the alleged incident.

-Both students will confer with the counselor. The counselor will forward a written report to the administrator within 24 hours of the conferences.

-Victim and their parent(s) will be informed of their rights to follow informal or formal procedures in resolving the matter by the school administrator within 72 hours of the alleged incident.

-The alleged harasser and their parent(s) will also have a conference with the school administrator on the administrative action to be taken.

-School officials contact law enforcement officials, if and when necessary.

-A complete and accurate report is submitted to the superintendent. The superintendent is required to forward a copy of that report to the School Board.

DISCIPLINARY RESPONSES (IN NO SPECIFIC ORDER)

- Alternative programs such as program for disruptive youth, homebound instruction, etc.
- Conference with counselors (possible recommendation of sensitivity training)
- Conference with parents
- Expulsion
- Removal from interscholastic activities
- Suspension

SCHOOL

SANDWICH SCHOOL DISTRICT #430

BEHAVIORAL MANAGEMENT PLAN

The discipline plan utilized by Woodbury School is based on the Assertive Discipline model developed by Lee Canter, one of the nation's leading experts in behavior management. It has been used effectively by schools throughout the United States for more than twenty years.

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 therefore 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.

School discipline is the joint effort of students, parents, and staff. This plan is designed to outline various rights and responsibilities for school discipline, together with the guidelines of expected conduct. This booklet will inform you of the various consequences of unacceptable behavior.

For this policy to be effective, the joint effort of everyone is necessary. While this booklet describes policies of student behavior and discipline, it cannot be effective without your help and cooperation. The school staff welcomes and encourages parents as partners in the educational process. The need for your support in student behavior and discipline is important. Concerns that you might have

about this policy are always welcomed and encouraged by the staff. We believe that this policy provides a unified approach to conduct and discipline which is in the best interests of all of the children of our district. With your help, this policy will be successful in creating an acceptable learning environment for our children.

This policy was developed by a joint committee of parents and staff and has been approved by the Board of Education. It is your responsibility to read this booklet.

STUDENTS HAVE THE RIGHT TO:

- Be disciplined in private, if possible
- Be informed of the School Disciplinary Code
- Be treated respectfully by other students and staff members
- Give your point of view as long as it does not harm the rights of others
- Know the reasons for any discipline, and have adults available to help you when your views and those of the school do not agree
- Learn
- Learn to make decisions
- Protection from physical or verbal abuse
- Receive help with your studies

STUDENTS HAVE THE RESPONSIBILITY TO:

- Act in a way that will help you and other students to learn
- Ask your teachers for help
- Be fair and kind to other students
- Be polite to all teachers and staff
- Come to school every day and be on time
- Do not use bad words
- Don't fight or hurt other students
- Go to all classes and do your work
- Help care for books, supplies, and all school property
- Make sure you are neat and clean
- Obey all school rules; obey all teachers and staff

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.

PARENTS HAVE THE RIGHT TO:

- Be informed of their child's attendance, learning or behavior problems
- Expect a classroom atmosphere that allows good education to take place
- Receive regular reports on your child's progress in learning
- See their child's records
- Share in Parent Teacher Association, Parent-Teacher club and other school activities
- Share with their child the right to be told why he/she is being disciplined

PARENTS HAVE THE RESPONSIBILITY TO:

- Attend school conferences and other activities, when possible
- Cooperate with the school regarding discipline code
- Plan a time and place, with supervision, for your child to do homework
- Safeguard your child's health by making regular visits to the doctor and dentist
- See that your child attends school regularly and is not tardy
- Support the rules of the school, the district and the community
- Talk with your child and the teacher about school and report cards

- Understand the responsibilities of the teacher, who takes the place of the parents during the school day

STAFF MEMBERS HAVE THE RIGHT TO:

- Be respected by students, parents and other staff
- Call for a parent/teacher conference when a student violates the discipline code
- Exclude a student from a class when that student is misbehaving in accordance with the building Behavioral Management Plan
- Expect students to behave properly
- Protection from physical assault, and from harm or theft of personal property

THE STAFF MEMBERS HAVE THE RESPONSIBILITY TO:

- Be available to talk with other staff, parents and students, especially about class work and discipline
- Deal with disciplinary problems quickly, firmly, and impartially
- Enforce the rules of the school courteously, consistently and fairly
- Help with discipline outside of the classroom – in the halls, the restrooms, and on the school grounds
- Provide the best possible education through a good classroom climate, which allows for learning to take place
- Respect all students and parents
- Teach respect for community property and good citizenship

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 the authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown all faculty members. Profanity directed toward non-teaching personnel will not be tolerated.

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 the proper respect for or deliberately harassing a substitute will be a Level II act of misconduct. Profanity directed toward substitute teachers will not be tolerated.

CHRONIC MISBEHAVIOR

When a child is sent to the office for a serious misbehavior, a parent will be called immediately by the principal. The child may be asked to explain to their parent why they were sent to the office.

Students who exhibit chronic misbehavior will be required to have a meeting with student, parent(s), counselor, and administration. Should the student's misbehavior not change, the student's parent(s) will be required to meet with the administration and school board in order to fully understand appropriate behavior in school.

LEVEL I ACTS OF MISCONDUCT

Level I Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom, playground, school and/or bus. Such misbehavior can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel. Some examples of Level I misbehavior may include, but are not limited to the following:

- Bullying
- Cheating
- Classroom disturbances

- Dishonesty
- Disruptive lunchroom behavior
- Failure to carry out directions
- Littering
- Physical contact (physical contact defined as touching, pushing, soft hitting)
- Running in the building
- Spitting
- Tardiness

DISCIPLINARY RESPONSE

Disciplinary procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal.

Repeated misbehavior will require parent/teacher communication or parent communication with a counselor and/or administrator.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Behavioral contract
- Communication with parents (by letter, phone or in person)
- Conference with the student
- Consequences as per approved behavior management plan
- Counseling
- Detention after school
- Verbal reprimand
- Withdrawal of privileges

LEVEL II ACTS OF MISCONDUCT

Level II involves misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehavior require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Some examples of Level II misbehavior may include but aren't limited to the following:

- Bullying
- Bus misconduct
- Continuation of unmodified Level I Acts of Misconduct
- Disrespect/insubordination
- Failure to abide by corrective measure for misconduct
- Falsified phone calls
- Forgery or the use of forged notes or excuses
- Gambling
- Loitering
- Misrepresentation
- Possession or use of tobacco on school property (1st offense)
- Refusal to identify self
- Repeated acts of physical contact

- Stealing (minor)
- Truancy
- Verbal abuse

DISCIPLINARY RESPONSE

Disciplinary Procedures:

The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible.

The administrator meets with the student and/or teacher and effects the most appropriate responses.

A copy of the Discipline Referral, which indicates actions taken, will be given to the parent and staff member making the office referral.

The administrator maintains a proper and accurate record of the offense and disciplinary action.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Conference with parents
- Conference with student
- Detention
- Referral to outside agency or school district support services
- Suspension of bus privileges (maximum 5 days)
- Time out area
- Withdrawal of privileges

LEVEL III ACTS OF MISCONDUCT

Level III involves acts directed against persons or property and whose consequences may or may not seriously endanger the health and safety of others in school. Level III Acts of Misconduct can usually be handled by the school disciplinary mechanism. The corrective measures which the school or district uses will be determined by the extent of the resources available for mediating the situation in the best interest of all students. Level III Misbehavior may include, but are not limited to the following:

- Bullying
- Continuation of unmodified Level II Acts of Misconduct
- Extortion
- Fighting
- Possession of drug paraphernalia
- Possession or use of tobacco (2nd or repeated offenses)
- Trespassing
- Under the influence of alcohol or controlled substances at school
- Vandalism (minor)

DISCIPLINARY RESPONSE

Disciplinary Procedures:

The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible.

The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and the subsequent disciplinary actions to be taken.

A copy of the Discipline Referral which indicates the actions taken will be given to the parent and the staff member making the office referral.

The administrator maintains a proper and accurate record of the offenses and disciplinary actions.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Alternative Programs
 - home bound instruction
 - other appropriate district alternatives
 - program for disruptive youth
- Financial restitution (in cases where damage or loss is incurred)
- Out-of-school suspension
- Referral to an outside agency or school support services
- Suspension of bus privileges (maximum of 10 days)
- Temporary removal from class

LEVEL IV ACTS OF MISCONDUCT

Level IV acts involve actions which are so serious that they always require administrative action which result in at least the temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and/or action by the Board of Education. Some examples of Level IV misbehavior may include, but are not limited to the following:

- Bomb threats
- Bullying
- Continuation of unmodified Level III Acts of Misconduct
- Furnishing or selling controlled substances (drugs and/or look-alike drugs)
- Other acts of misconduct which seriously threaten the safety of students or staff and/or damage school property
- Possession or the use of weapons (and/or look-alike weapons)
- Setting false fire alarms
- Setting fires
- Taking property from others with or without force or violence
- Threats to others

DISCIPLINARY RESPONSE

Disciplinary Procedures:

The administrator verifies the offense, confers with the staff member(s) involved, and meets with the student.

The student will be removed from the classroom environment immediately. After parental notification, the student may be removed from the school environment.

School officials contact law enforcement officials, if and when appropriate.

A complete and accurate report is submitted to the superintendent and assistant superintendent.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Alternative programs
 - home bound instruction
 - other appropriate district alternatives
 - program for disruptive youth

- Out-of-school suspension
 - 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.

SANDWICH SCHOOL DISTRICT TRUANCY POLICY

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), and student cuts. 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.

SUSPENSION-PARENTAL RIGHTS

The Superintendent and Principal are authorized by the Illinois School Code to suspend pupils for up to ten (10) school days. Any suspension shall be reported as rapidly as possible to the parents or guardians of such pupil, along with a full statement of reasons for such suspensions and the notice of their right to review.

Upon request of the parents or guardian the School Board, or a hearing officer appointed by it, shall review the action taken by the Superintendent or Principal. At such review the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is utilized, the hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

SANDWICH SCHOOL COMMUNITY #430

TRANSPORTATION DEPARTMENT-BUS RULES:

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 at least 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.

Procedures regarding busing students to a daycare or a baby sitter are as follows and have been approved. 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 and is not eligible based on their home, the student attending the middle school qualifies and the student attending 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 stops 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.

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 driver 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
- Keep your hands to yourself
- No eating or drinking is allowed on the bus
- No swearing, rude gestures, cruel teasing, name calling or put downs
- Respect others and their property
- Students must be absolutely quiet when approaching a railroad-crossing stop
- Students must remain seated while the bus is in motion
- Use classroom voices on the bus

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:

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

ITEMS NOT ALLOWED ON THE BUS

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

- Any item which cannot be transported easily or which creates a safety concern
- Cell phones are not to be turned on or used on the bus
- Distractive electronic devices or trading cards
- Glass objects: bottles, jars, etc.
- Live animals, bugs, and worms
- Open containers of food, drink, gum
- Oversized objects and instruments; those that cannot fit safely in the seat with the student

- Plants, dirt, other growing projects
- Possession of laser pointers
- Skate boards, roller blades, baseball bats, basketballs
- Weapons, guns, knives, razor blades, etc. (real or toy)

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.

The contents of the videotapes are student records and are subject to district policy and procedures concerning school student records. Only those people with a legitimate educational or administrative purpose approved by the Superintendent or designee may view the videotapes.

Individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the contents of a videotape become the subject of a student disciplinary hearing it will be treated like other evidence in the proceeding.

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.

Note:

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 is 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.**