

From the Principal:

Welcome to the 2018-2019 School year at Sandwich Middle School. It is my sincere hope that each and every one of you has an enjoyable and highly educational year. I have found that the following commitments, which were shared with me, will help you get the most out of school in the coming years.

- I understand that I am my own master. Whatever I say or do is my own choice. Therefore, I am responsible for the consequences of my own words and actions.
- Since I am a human being, I am not perfect. I have my bad days. I make mistakes. I get confused. I get angry, sad, and restless. When this happens, I realize that I must act in a way that does not make others feel uncomfortable or resentful. If I want to help I will ask for it directly and honestly.
- I know that I am unique. I have my own special talents, ideas, and skills. I am capable of success and expect to be treated as a person who can be successful.
- I like feeling secure and relaxed. I have a right to learn in an orderly and peaceful classroom. I will help keep the class peaceful by respecting myself and all other people in the classroom.
- Since I dislike pollution and waste, I will not litter; I will not abuse anyone else's property; and I will replace what I use, and use only what I need. I will help keep the school neat.
- I am proud of what I create. I will write so that people can read my work. I will put my name on my paper in a way that says' "I did this and I am proud."
- Since I like to be favorably noticed, I will act so that people will recognize me in a positive way.
- I will try always to come to class on time. Because I am not perfect, I may occasionally be late. When I am, I will come into class in a quiet manner and make an extra effort to catch up on what I missed. I understand that if the teacher feels I am coming in late too often, I must accept whatever decision the teacher makes.
- I enjoy helping people. When a substitute comes into class, I will make an extra effort to help that person feel happy he or she came to our school. I will cooperate with the substitute or guest.
- Since I like people to trust me with their possessions, I will take care of what I borrow.
- I want to learn, grow, succeed, and be happy. I understand that the best way to begin doing this is by being totally honest with myself.

I hope you have an exciting year and look forward to seeing you participate in the many school events we sponsor.

Respectfully Yours,

Andrew Heilemeier  
Sandwich Middle School  
Principal

## INTRODUCTION

### District Mission Statement

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

### District Vision Statement

“Learning Today, Shaping Tomorrow!”

### Preamble

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

### Illinois School Code

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

## SCHOOL ATTENDANCE

### School Attendance

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

### Reporting an Absence

When a student is absent from school, the office must be notified by phone on the date of the absence no later than 10:00 a.m. in order to be excused. If a phone call is not received by 10:00 a.m. the absence will be considered UNEXCUSED. The office can be reached at the following number, (815) 786-2138. Please use the extension called attendance. NOTES WILL NOT BE ACCEPTED FOR A STUDENT’S ABSENCE

UNLESS IT IS A DOCTOR’S NOTE. School administration will determine if an absence is excused or unexcused. All absences count towards the 7 day limit. Once a student has accumulated 7 days of absences, medical excuses will be required for each absence beyond the day 7, or those absences will be considered unexcused.

### Valid Causes for Absenteeism

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

- Illness (medical documentation will be required for chronic absences).
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency (must be approved by the school administrator).
- Students sent home from school with a fever of 100 degrees or higher may return to school when they are fever free for 24 hours without the use of fever reducing medicine.
- Circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student as determined by the school administrator.

### Anticipated Absences

Excused absences will be granted for medical, dental and legal business as well as other parental requests made in advance. When full-day absences are anticipated, students must fill out a teacher notification form (at least 2 days in advance) and obtain the appropriate signatures. It is the responsibility of the STUDENT to request his/her assignments. It is at the teacher’s discretion whether or not to provide homework in advance. Students will turn in all missing work in a timely manner, having one day for each day they are absent. All absences count towards the 7 day limit. If a student is unable to request homework in advance, homework will be provided when they return. After a student is required to produce a doctor’s note, anticipated absences (without a doctor’s note) are no longer excused and will be marked unexcused. If an absence is unexcused the

student will receive zeros for all assignments.

### **School Tardies**

Students arriving to class after the last bell (8:00 a.m.) may be issued a detention after receiving a third tardy to school. Students arriving after 8:45 am will be issued a 30 minute school detention. Chronic tardiness will result in additional disciplinary action.

### **Signing in Late**

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

### **Signing out Early**

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

### **Classroom Tardies**

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

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

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

### **Unexcused Absences**

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

- personal grooming appointments not related to medical conditions

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

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

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

- No make-up work for unexcused absences. This includes tests and quizzes.
- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up within two days of the missing day the homework was assigned. 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/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/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/guardian must verify the reasons for such absences. If a student is sent home due to illness documented by school personnel or if a student's 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

towards the seven days permitted by this section. If the student was sent home by school personnel due to a fever, he or she will not be penalized with an unexcused and will not count toward the 7 parent excused absences. If the student was sent home due to a fever of over 100 degrees they must be fever free for 24 hours before returning to school.

All doctor notes must be turned in to administration in a timely manner or the administration has the discretion not to accept the doctor note. **For extended absences, the administration may ask for updated documentation of the absence.**

When a student reaches **three unexcused absences** a letter will be sent to the parent/guardian warning of future consequences related to attendance.

At **five 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 parent/guardians:

- Conferences with school personnel.
- Counseling services of school counselors, social workers or psychologists.
- Placement in alternative educational programs.

- Referral to community agencies for appropriate services.

## **SPECIAL EDUCATION SERVICES**

### **Description**

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

### **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/guardian or child.

For further information, please contact the school principal.

### **Response to Intervention (RtI)**

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, classroom and individual paraprofessionals and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-

integrated system of instruction and intervention guided by child outcome data. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004).

### **RTI Team**

Sandwich Schools have a Response To Intervention Team (RTI Team). These teams are made up of the parent/guardian, Director of Student Services, the school psychologist, the school speech/language clinician (as needed), the school social worker, school counselor, the classroom teacher, a special educator, and the school nurse. The RTI teams at each school meet monthly to discuss children who have been identified by the RTI process as having concerns that cannot be remediated using the RTI process. Based on a recommendation from the RTI team, and written agreement from the parent/guardians to proceed, a case study evaluation may be conducted. Not all RTI 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 parent/guardians 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.

### **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.

### **Medicaid Data Release – Special Education Students Only-Annual Notice**

If your child receives special education services and is also Medicaid eligible, *District 430* can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

## **MISCELLANEOUS**

### **Concealed Carry Law**

Please be aware of the HB 0183 and 430-ILCS 66/65, now Public Act 98-0063: Firearm Concealed Carry Act. This legislation requires that a licensee under this Act shall not knowingly carry a firearm on or into: (1) Any building, real property, and parking area under the control of a public or private elementary or secondary school. (2) Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Further information regarding Public Act 98-0063 may be found at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0063>.

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

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

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

**Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administrator.**

### **Erin's Law**

SB 6193, now Public Act 96-1524 provides that the Comprehensive Health Education Program; requires age-appropriate sexual abuse and assault awareness and prevention education in grades Pre-kindergarten through 12<sup>th</sup> grade.

### **Visitors/Volunteers**

To ensure the safety of our students, all outside doors to the school will be locked.

All visitors and volunteers, including parent/guardian and siblings, are required to enter through the main entrance (west side of 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/guardian wishes to pick up their child early from school, the student will meet the parent/guardian 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.

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at <http://www.ilga.gov/legislation/ilcs/documents/062500050K12-610.1.htm>.

### **Chaperones and Volunteers**

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

All chaperoned field trips require supervision before the field trip (as students are assembling), during travel time and during the actual visit to the location. Therefore,

during Sandwich School District field trips, all chaperones are required to participate in supervision during bussing.

Parent/guardian may drive separately, but they will not be allowed to act as chaperones, unless administrator(s) grant approval for extenuating circumstances.

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

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

### **Registration Requirements**

It is imperative that you complete all of the Registration information before your child's entry to school each year. Registration may be completed online using the Tyler Parent Portal or by printing the forms from the Sandwich CUSD #430 website at [www.sandwich430.org/forms](http://www.sandwich430.org/forms), filling them out and returning them to your child's attendance center. Parents/Guardian(s) are obligated to provide the school with a home or cell phone number and an emergency number. Persons listed MUST BE MADE AWARE OF AND HAVE GIVEN CONSENT TO HAVE THEIR NAME AND TELEPHONE NUMBER LISTED UNDER THIS EMERGENCY CATEGORY. We ask that all persons listed be within reasonable proximity to the school district.

### **Parent/Guardian Concerns**

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

- Talk directly to the staff member who is involved. The teacher can generally be contacted by phone at the following times: 7:45 a.m.-7:55 a.m. and 2:55p.m.-3:20 p.m. If a conference is needed please set up an appointment.
- Teachers can also be contacted by e-mail. E-mail addresses for each teacher can be obtained on the Sandwich Middle School website.

- If you still have concerns after speaking/meeting with the staff member, please contact the principal, Mr. Andrew Heilemeier, at Sandwich Middle School, (815)786-2138.
- In the event that concerns still exist, please contact the superintendent, Mr. Rick Schmitt, at the Central Office, (815) 786-2187.
- If the problem has not been resolved after these steps, Mr. Schmitt will notify the Board of Education, which will, if necessary, take appropriate action aimed at resolving the situation.

### **Parent/guardian Organization**

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

### **Supervision Before and After School**

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

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

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

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

### **Posting of Pictures and Student Products**

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

accordance with the provisions concerning Student Records. Questions concerning this policy can be referred to building administration.

### **School Pictures/Yearbook**

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

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

### **Audio/Video Equipment**

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

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

### **Sex Offender Registration**

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parent/guardians 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/](http://www.isp.state.il.us/).

### **Asbestos Management Plan**

Federal laws require that the district complete any necessary repairs to areas containing asbestos within one year. Laws

also require that a visual surveillance of asbestos-containing areas is completed every six months, and re-inspection and re-testing of samples be completed every three years.

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

### **Integrated Pest Management Plan and Lawn Care Application Notices**

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

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

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

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Closing**

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

### **Automated Communication System**

Through an automated notification & communication system, parent/guardian 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 parent/guardian of school closings and other school information. Should your phone numbers and/or email addresses change at any time, please contact that your student's school.

### **Announcement of No School**

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

#### **WSPY-FM-107 or WGN-TV Channel 9**

On inclement weather days, the school district encourages parent/guardians to check for up-to-date information on school closing by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-Fm 107.1 and/or WGN-9 television station. Parent/guardians may also go to [www.emergencyclosings.com](http://www.emergencyclosings.com) for school closing information and can sign up for e-mail of notification of school closing through this site.

### **Lunch Schedule**

The following lunch schedule will be in effect for the 2018-2019 school year:

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

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

### **Lunch and Breakfast Policy**

Sandwich Middle School students will be using a 4 digit pin code to purchase lunch and a la carte items. The debit card system is web-based and allows parent/guardians to monitor their child's food choices and dollar balances. In addition, your 4 digit pin code account can be charged with as much money as each parent/guardian chooses.

In order to monitor your child's account, you must first gain access to your child's Tyler Parent Portal account and log in. Once you have logged in click on the Meals tab, from there you will need to click on the Online Payment tab. You can then enter the amount that you would like to deposit onto your child's account.

If you would like to put eating restrictions on your child's account, then you must either **call Ms. Linda Fox at 815-786-2138 or email her at [sandwichschoolunch@gmail.com](mailto:sandwichschoolunch@gmail.com).**

You also can choose to continue to send a check or cash with your child to purchase lunch. When money is turned in at lunchtime, no change will be given. Instead all cash will be deposited into your child's account. The current lunch/breakfast prices can be found on the district website at [Sandwich430.org](http://Sandwich430.org).

Students purchasing hot lunch are asked to bring enough money for the first week 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.

Breakfast is offered before school. Breakfast menus are included in the monthly newsletter as well as posted on the district's website. Free and reduced eligibility applies to the cost of breakfast.

If your child does not have money in his or her account, he or she will be allowed to purchase two lunches on credit. Your account will be charged and payment will be expected promptly. After a child has been given two lunches on credit, students will be offered a basic school-chosen lunch. Your child's account will continue to be charged the price of a lunch for each basic school-chosen lunch.

If a student has a balance below \$0, no a la carte purchases will be allowed.

### **Free and Reduced Lunch Policy**

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

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

### **School District Policy on Outstanding School Food Service Balances**

In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term “charging” refers to all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could establish \$10 or five meals as the maximum amount that a child can charge to their account

Per the USDA, students eligible for REDUCED-PRICE or PAID meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if they do not provide the required payment for that meal.

Students eligible for FREE meals must be provided a reimbursable meal even if the student owes money for example on a la carte item, or second meals purchased. When meals have been charged, a written notice must be sent to households regarding balance (i.e. \$11), schools policy on past due balances, and date (i.e., January 10, XXXX) on which adverse actions will go into effect (i.e., meals/food/beverages will no longer be able to be charged). The date provided should allow the household time to pay the balance due.

Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Just a reminder, per USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte

items and those students must receive their reimbursable meal; however, a la carte items should be handled according to the school's policy on student accounts. Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of FREE or REDUCED-PRICE eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

### **Waiver of School Fees**

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

### **Field Trips**

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

### **Bus Policy**

The School Bus Behavior Management Plan outlines appropriate student behavior and possible consequences for misconduct. Please see the “Bus Rules” section on page 39.

### **Telephone**

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

### **Student of the Month**

At the end of each month, one student from each team is chosen as the Student of the Month. Among other things, these students act as a positive role model, striving to do

his/her best in the class and shows dedication to his/her work. P.E. and explore also select students.

### **Fundraising**

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

### **Lockers**

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

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

## **GRADING POLICIES AND PROCEDURES**

### **Grading Criteria**

Sandwich Middle School strives to provide a variety of age appropriate opportunities for students to successfully demonstrate their knowledge of the subject matter and to foster student responsibility by considering work quality, effort, and task performance. Letter grades will be assigned according to the following percentage grading scale:

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

### **Progress Reports**

Parents/guardian will be notified of student performance, throughout each term; reports may be given to students or emailed to parent/guardian. Should there be any questions regarding the reports, the issuing teacher is to be contacted by calling the

office at (815) 786-2138 or via e-mail.

### **Report Cards**

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

### **Incomplete Grades**

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

### **Honor Roll**

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

#### High Honor Roll

*All "A's"*

#### Honor Roll

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

#### Honorable Mention

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

### **Retention/Intervention Policy**

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

### **Retention**

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

- Receiving 4 or more F's (quarter grades) for the entire year.
- Receiving 3 F's in one course (quarter grades) for the entire year.
- Excessive absences.
- Partnership for Assessment of Readiness for College and Careers (PARCC) scores reflecting academic

achievement at least two years below grade level.

### **Interventions**

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

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

### **Summer School**

Students receiving four or more F's must attend a summer school program and pass math and/or reading to be promoted. Students who receive three F's in any one subject must attend a summer school program and pass math or reading to be promoted. If Sandwich School District does not host summer school, the parent/guardian will be required to send their child to an external program. The program must be approved in advance by the building principal.

## **ASSIGNMENTS**

### **Homework**

Sandwich Middle School considers growth and responsibility major objectives.

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

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

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

### **Make-Up Work**

Students are encouraged to make up all written work missed as the result of an excused absence. It is the responsibility of the student to see that the work is made up within a reasonable amount of time (usually one day for each day of absence). Homework may be requested on the second day a student is absent by contacting the office no later than 9:00 a.m. Assignments may be picked up in the office at 3:00 p.m. Homework requests for more than 2 days may be picked up the following day. Students with an anticipated absence can request their own homework from their teachers before the absence begins. Upon returning to school, students will have one day per day missed to complete missed work even if the homework was requested in advance.

### **Late Assignments**

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

### **Cheating**

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

### **Extra Credit**

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

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

## **HEALTH MATTERS**

### **Health/Physical Examination Requirements**

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

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

### **Dental Examination Timetable**

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

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

C.) If a child in the second or sixth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:

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

accordance with section 665.450 of this Part.

### **Illness and Injury**

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

### **Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian 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 or school nurse authorized by the school nurse, no School District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication for immediate use i.e. inhaler/EPI pen, at the student's discretion, as prescribed by their physician, provided the student's parent(s)/guardian(s) have the appropriate forms. Self-administration of inhalers require that the parent/guardian provide the most current prescription label along with a signed district waiver form. If the prescription label is not available, then a completed and signed "Self-Administration School Medication Authorization Form" including a care provider's signature, is required. 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.

Additional forms and requirements may apply for certain medical conditions, medications and treatments. Please contact your school nurse for further information.

- Nothing in this policy shall prohibit any school employee from providing emergency assistance to student's including administering medication.
- Medication must be brought in a current pharmacy container clearly marked with the student's name, prescription number, medicating name/dosage, date, administration route, refills remaining, physician's name and pharmacy address and phone number. Over-the-counter medication must be in the original container with the ingredients listed and be in the container with the child's name.
- The parent/guardian must report immediately any changes in prescription or dosage, and new permission forms must be obtained for each change.
- The student and/or parent/guardian are responsible for claiming any unused medication at the end of the school year. Any medication not picked up on or before the last day of school will be destroyed.
- Additional information regarding medication and school health services is available through the school nurse.

#### **Concussion Policy (Return to Play and Return to Learn)**

Sandwich School District follows the provisions of the Youth Sports Concussion Safety Act (105 ILCS 5/22-80.) The entire policy can be found in the district policy manual at [www.sandwich430.org](http://www.sandwich430.org). The district agrees to comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and the Return to Play Policy. In addition the district shall abide by the Return

to Learn Protocol developed by the district committee.

The Return to Play Policy specifically requires that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

The Return to Learn Protocol specifically requires that:

- a. To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions.
- b. The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining "how much is too much" may be a trial and error process.

- c. The student should be granted adequate time to complete missed academic work following recovery
- d. The student should report to their case manager or school liaison daily in order to monitor symptoms and assess how the student is tolerating specific school accommodations (a symptom checklist is recommended), as well as assess how teachers and staff are implementing the modified learning plan.
- e. Example of a Symptom Checklist <https://www.luriechildrens.org/en-us/care-services/specialties-services/institute-for-sportsmedicine/concussion-program/Documents/head-injury-symptom-scale.pdf>
- f. Following a concussion, students may not be ready to complete all required assignments. Educators can utilize a “mastery learning” approach emphasizing key concepts taught in brief units for each subject. Educators should assign work that promotes mastery of these concepts but should still limit non-essential assignments. Prioritizing essential course work helps students learn important subject matter while alleviating anxiety about making up missed assignments.
- g. If concussion symptoms increase, it usually means the student is reaching a point of over-exertion and needs a break. Some students may only need periodic breaks throughout the school day while others may need more frequent breaks depending on the severity of symptoms.

Phase 1: No School/Complete Cognitive and Physical Rest

- Symptom Severity: In this phase, the student may experience high levels of symptoms that prohibit the

student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.

- Treatment: Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- Intervention Examples: - No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music. - Other symptom “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing - No physical activity- this includes anything that increases the heart rate as this may worsen or trigger additional symptoms - No tests, quizzes or homework - Provide students with copies of class notes (teacher or student generated)

Phase 2: Part-Time School Attendance with Accommodations:

- Symptom Severity: In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and “recharge their batteries”.
- Treatment: Re-introduction to school. Avoid environments and tasks that trigger or worsen

symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.

- Intervention Examples: - Part-time school attendance, with focus on the core/essential subjects and/or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples: (1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse's office, library or quiet location in between. - Symptoms reported by the student should be addressed with specific accommodations - Eliminate busy work or non-essential assignments or classes. - Limit or eliminate "screen time" (computers, phones, tablets, smart boards), reading and other visual stimuli, based on the student's symptoms.

#### Phase 3: Full-Day Attendance with Accommodations:

- Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

- Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Intervention Examples: - Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity - Continue to prioritize in-class learning; minimize overall workload - Gradually increase amount of

#### Phase 4: Full-Day Attendance without Accommodations:

- Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.
- Treatment: Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- Intervention Examples: - Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress - Physical activities as specified by student's physician (same as phase 3)

#### Phase 5: Full School and Extracurricular Involvement:

- Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.
- Treatment: No accommodations are needed
- Interventions: - Before returning to physical education and/or sports,

the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional

### **Documentation**

The student's case manager or assigned member of the concussion management team should take care to document the specifics of the learning plan, noting the dates when changes are made and the student's response in terms of symptoms. He/she should also record any instances where the student, parent, or school staff do not follow the recommended accommodations. This documentation should be kept in compliance with the school districts policy regarding privacy. Concussion symptoms can be subjective in nature, and therefore, it can be difficult to know when a student is reporting symptoms accurately. Communication and documentation among team members will help identify students who may be exaggerating symptoms. If a concern about the legitimacy of the student's complaints arises, the concussion management team must meet to discuss the student's situation and determine the appropriate course of action. In these instances, direct communication between the return-to-learn team and treating physician is imperative.

### **Communicable Diseases**

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

- 1.) Parent/guardian 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/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/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.

- 5.) As required by Public Act 099-0249, should there be an outbreak or exposure of one or more diseases from which a student is not protected due to religious or medical exemptions, he/she may need to be excluded from school in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77IL.Adm. Code 690.)

### **Head Lice (Pediculosis)**

Sandwich School District #430 has developed policies regarding head lice based on scientific & medical evidence that supports the education process. It is no longer recommended that students with nits be immediately excluded from school or that students be completely nit free before returning to class. In addition, because there is no evidence that a classroom screening of students correlates with prevention of the spread of lice, it is recommended that this practice also cease.

Parents/guardians of students found to have live lice will be notified. Students who have been identified as having live lice, with or without nits, will be sent home. Most students are back in class the next morning. Student will also be rechecked periodically as another means of prevention.

Students found to have repeat cases of head lice within a short period of time may have additional requirements.

Lice is not an infectious disease and in most cases does not result in health complications. Like so many health matters, prevention is key. Teach your child to avoid head to head contact with friends and to avoid the sharing of personal items such as hairbrushes and

hats. Those messages are reinforced in school as well. The nurses in the health office maintain strict confidentiality on all student concerns, and therefore, we are not at liberty to share personal student information on this matter. School administrators may send parent notification letters regarding known cases of lice when clusters of cases are noted in a class as deemed necessary by the building principal

### **Asthma Protocol**

Illinois law (099-0843) requires both public and private schools to request from parents/guardians of students with asthma an Asthma Action Plan (AAP). It will be kept in the school's main/ health office and distributed to staff who will have contact with the child. The student's medical care provider will be able to provide this documentation. A sample Asthma Action Plan can also be found on our district website or at your child's school.

It is requested that every student diagnosed with asthma provide the school with a school medication permission form along with the Asthma Action Plan each school year. The Asthma Action Plan and school medication permission forms should be completed and signed by the student's medical care provider and parent/guardian. Medication forms, including self-administration form for an inhaler, are on the district website and at your child's school.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the

needed supports so that your student can access his or her education as effectively as students without disabilities.

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

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

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

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

Further information can be obtained from the building principal.

### **Treats and Food Policy**

Often students bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, food allergies and health concerns require that food brought in must be store bought and unopened with clearly labeled ingredients.

Non-food items such as pencils, stickers, bookmarks, or other small items are also encouraged in lieu of edible treats.

Safety provisions will be set up for food or environment allergies on an individual basis.

Curricular activities involving food will be dealt with individually.

### **SMS Wellness Policy**

Sandwich Middle School is dedicated to providing an educational atmosphere that promotes nutritional instruction, wellness, and physical activity. We aspire to teach our students lifelong lessons that encourage healthy active lifestyles, as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition and chronic health issues. It is our hope that by establishing healthy habits early we can guide students to maintain a healthy lifestyle as they mature. Staff wellness, along with community support, reinforces the lessons students learn. Student wellness is promoted at Sandwich Middle School through:

- Encouraging students to drink water by allowing water bottles in classrooms and through the installation of bottle fillers at our drinking fountain stations.
- Through following the USDA Smart Snack Food Guidelines for public schools which includes specific guidelines for fundraising, snack sales, and healthy school lunches. This includes zero smart snack exemption days throughout the school year. Guidelines can be found at: <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>
- Teachers modeling health eating habits.
- Daily physical education lessons.
- Quarter long Health Education/Life Skills classes at each grade level.
- Collaborating with community stakeholders to provide students resources: community physical fitness opportunities and inviting guest speakers into classroom to share information regarding smoking, vaping, etc.
- Offering extracurricular physical activities during fall, winter and spring seasons.

### **STUDENT RECORDS**

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

#### **Notification of Family Privacy Rights**

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

Please note that parents/guardians may inspect certain documents and/or refuse to allow their child(ren) to participate in certain activities.

The school will not penalize any students whose parents/guardians exercise this option. The box below includes a sample letter that would be sent home informing parents/guardians of a specific activity.

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

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

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

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

#### **Definition of Student Records**

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

person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

### **Maintenance of School Student Records**

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

#### **Student Permanent Record**

The student's permanent record consists of:

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

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

#### **Student Temporary Record**

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

- Family background information
- Intelligence and aptitude
- Psychological reports
- Achievement test scores, including scores on the Partnership for Assessment of Readiness for College and Careers (PARCC)
- 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 Domain

- 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/guardians 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 parent/guardian or eligible students within fifteen school days from the time a written request is received.
- When parent/guardian 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 parent/guardian and students upon written request. The school will charge a fee determined by the Board of Education.
- Non-custodial parent/guardian have the same rights as custodial parent/guardian 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.

Parent/guardian 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 parent/guardians 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/guardian permission pursuant to a valid court order or subpoena presented by local, state, or federal officials and will notify parent/guardian 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/guardian 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.
- 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 parent/guardian 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/guardians 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 parent/guardian within 15 school days of the receipt of the written challenge.
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 9.04.

### **Annual Notice to Parents Concerning Student Records**

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

### **SPECIFIC DISCIPLINARY CONCERN**

(Listed alphabetically)

#### **Alcohol, Drugs and Look-Alike Drugs**

It is illegal in Illinois for anyone under the age of 21 to be in possession of alcohol. It is illegal for anyone to possess, sell, manufacture, or use drugs or look-alike drugs. Violations of these laws will be referred to the proper law enforcement authorities. No student shall possess, use,

transmit, purchase, transact business, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine or other intoxication liquor, or possess, use, or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the students mood or behavior.

This policy includes but is not limited to; alcohol, alcohol look-alikes (i.e. Sharps, O'Douls), drug paraphernalia, look-alike drugs and/or drugs. Students who violate this policy on school grounds or during school sponsored activities (home or away) may be disciplined in accordance with the District's disciplinary policy and procedures.

The Sandwich School District maintains and practices a strict policy for students in possession or who solicit, purchase, or transact business of drugs/drug paraphernalia/look-alike, or who are under the influence of these substances on school grounds or during school sponsored activities i.e. using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressively or implicitly represented to be an illegal drug or controlled substance.

Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

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

### **Anti-Harassment Statement**

The district does not tolerate any acts of harassment or bullying, including acts of harassment based on race, color, or national origin, sex or disability, in the school environment including all academic, extra-curricular and school-sponsored activities. Any student who believes that he or she has been subjected to harassment on any basis, including harassment or a hostile environment based on race, color, national origin, sex or disability, should report the harassment or hostile environment to the District. The District is committed to conducting a prompt and thorough investigation of any such reports of harassment and will document its investigation.

Students found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex or disability will be promptly disciplined. Such discipline may include suspension and/or expulsion depending on the nature and severity of the offense. The District is committed to encouraging its staff, parents, and students to work together to prevent acts of harassment of any kind from occurring in the District's schools.

### **Bullying Procedures**

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Policy. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the

effects enumerated in the definition of bullying in this Policy.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Additional 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, other electronic medium, or other comparable conduct.

#### **Reporting an Incident of Alleged Bullying**

Students are encouraged to promptly report claims or incidents of bullying or harassment to the principal or assistant principal.

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.

Students may also choose to anonymously report claims or incidents of bullying or harassment using an online form located on each building level internet website. The link button is titled: Student Safety – Incident Reporting.

#### **Investigation**

The District shall conduct a preliminary investigation into any report of alleged bullying to determine whether the reported act of bullying is within the permissible scope of the District's jurisdiction. The District shall provide the victim of the reported bullying with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

Thereafter, upon receiving a report of bullying or harassment, the District will conduct an investigation into the allegations

contained in such a report. The District will promptly notify the parents or guardians of all students involved in the alleged incident(s) of bullying and/or harassment, and will advise the parents or guardians of the students involved of the resources available to the students, including social work services, counseling, and school psychological services. The District shall also promptly notify the principal or school administrator or his or her designee of the report of the incident of bullying or harassment as soon as possible after the report is received.

The District shall make all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying or harassment was received, taking into consideration additional relevant information received during the course of the investigation concerning the reported incident.

Through the course of its investigation, the District shall involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying investigation as deemed appropriate.

The District shall also make information concerning the status of the investigation available to the parents or guardians of all students involved in such investigation. The parents or guardians of the students involved shall have the opportunity to meet with the principal or school administrator, or his or her designee, to discuss the investigation, any findings resulting therefrom, and any actions taken to address the reported bullying or harassment.

#### **Findings**

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/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding bullying as a means of retaliation or bullying may also be

subject to disciplinary consequences.

The District shall use various interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

The District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. Any District employee or student of the District who is determined to have retaliated against any person reporting an act of bullying or harassment will be subject to disciplinary action up to and including discharge with regard to District employees, or suspension or expulsion with regard to students.

### **Evaluation of Policy**

On a periodic basis, and no less than bi-annually, the District shall review and re-evaluate the effectiveness of this policy by considering factors including but not limited to: the frequency of reports alleging bullying or harassment; any student, staff, or family observations regarding safety at school; identification areas of a school where bullying occurs; the types of bullying being utilized; and the frequency and extent of bystander intervention or participation. The District may also use relevant data and information collected for other purposes in its evaluation of this policy. In addition, the information developed as a result of the policy evaluation will be made available on the District's internet website. Based on such review and re-evaluation, the District will make any necessary revisions to this policy as it deems appropriate.

Bullying is contrary to state law and the policy of the school district.

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

### **Computer Use**

The use of computer labs, software and related items is a privilege and not a right. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse. If a student vandalizes or otherwise deliberately damages the

hardware or software, the student (or parent/guardian) is responsible for paying for the repair or replacement of the damaged items and may be disciplined. If a student damages, destroys, copies, tampers with or tries to gain access to confidential files or information, he/she may be disciplined. The loading of personal software is prohibited and a student/parent/guardian will be held responsible for any damage caused by such an action. The student also may be prosecuted under copyright laws.

### **Computer Lab**

There are specific rules and guidelines regarding computer and Internet usage in the media center and the computer lab.

These rules will be discussed at the beginning of the school year and a parent/guardian signature will be required.

### **Civility**

Any action which mocks, humiliates, ridicules or offends a student or staff member on the basis of (but not limited to) cultural, racial, religious, sexual orientation, physical condition and/or mental condition will not be tolerated.

### **Dress Code**

Students are expected to come to school looking clean and neat and dressed in a manner which is accepted as being in good taste. Students should be attired in clean and seasonably appropriate clothing free from holes (unless no skin is showing) and suggestive, obscene, slanderous, or violent slogans including, but not limited to, remarks of disrespect, or inappropriate pictures. Clothing and jewelry which promote the use or sale of alcoholic beverages or unlawful substances, is gang related or encourage attitudes that are immoral or unethical are not to be worn. Pajamas and other sleepwear are also not acceptable for school. The necklines and/or armholes of tops must not be immodest or too revealing. All tops must completely cover the entire shoulder, midriff, and waistline areas. Shorts, skirts, and pants must rest on the natural waist. The length of shorts or skirts must be appropriate for the school environment. No undergarments should be visible. Students must wear appropriate

footwear that does not present a safety concern. Examples of inappropriate footwear include, but are not limited to, the following: slippers, flip flops, and shoes with wheels. Furthermore, students are to remove their sunglasses, hats and all other head wear at the time they enter the school until the time they leave school at the end of the day. Jackets and coats are not to be worn during the school day. Due to the potential harm that dog/choke chains and wallet chains may cause, students are not permitted to wear such items or have these articles in their possession. Students who do not comply with the district dress code will be asked to change or remove the inappropriate article of clothing.

Student adherence to the dress code and appropriateness of student dress will be at the discretion of the school administration.

The school dress code is expected to be followed at school sponsored activities including, but are not limited to, dances, field trips, and extra-curricular events.

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

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

#### **Electronic Signaling Devices:**

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

#### **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, or vehicle.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.

- They must not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Cell phones with cameras are not permitted in bathrooms or locker rooms.
- 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 students IEP, 504, and/or RTI plan.

Students are encouraged not to bring personal items to school unless requested by a teacher. This includes, but is not limited to, I-pods, I-pads, MP3 players, and portable video game systems.

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

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

### **Sandwich CUSD 430**

#### **Google Account Acceptable Use Policy**

#### **Sandwich430.org G-Suite for Education Accounts:**

A school district Google account includes G-Suite Apps for Education. G-Suite Apps are intended for educational use. The Google Apps "suite" includes word processing,

spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, Sandwich CUSD 430 issues to each a student a G-Suite for Education account under the domain @sandwich430.org. In order to ensure student safety online, Sandwich CUSD 430 takes the following steps with student email usage:

- Students are only allowed to email other staff and students in the Sandwich 430 school district. They cannot send emails to any address that does NOT end in @sandwich430.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of Sandwich 430.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary.
- Students that adhere to proper use of G-Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:
- Students will have no expectation of privacy with their school Google account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G-Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.

- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Sandwich CUSD 430 staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G-Suite for Education is considered a privilege and benefit to students in our district. Sandwich CUSD 430 maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred.

### **Fighting**

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

### **Gum, Snacks, and Beverage Policy**

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

### **Gang Information**

Gang related or unauthorized group activities will not be permitted at Sandwich School District.

Gang is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which

reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Lunchroom Conduct**

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

- All eating shall be confined to the cafeteria.
- Glass containers are not allowed. All beverages and plastic containers must be properly sealed.
- Garbage and unwanted food will be disposed of in the appropriate trash containers.
- Students are responsible for their own messes.
- Students may use the first floor washrooms only during lunch and must receive permission from lunchroom staff.
- Keep hands, feet and objects to yourself at all times.
- Keep noise to a reasonable level during lunch and at dismissal.
- Students must report to the lunchroom on time, as with any other class.
- Failure to follow lunchroom rules will result in a student being isolated for lunch and disciplinary action may be taken.

### **Obscenity**

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

### **Permanent Markers/Liquid White Out**

In order to keep our school clean, permanent markers and liquid white out are not allowed. Students will be warned one time. After one warning, students will be issued a detention

### **Sexual Harassment**

Sexual harassment is defined as any unwelcome act or comment, sexual in nature that is considered offensive, whether intended or not. Procedures for handling these incidents include:

- Suspected acts of sexual harassment are to be reported immediately to the appropriate administrator by students, faculty or staff.
- Both students are to be immediately removed from the classroom environment. Parent/guardian of both the alleged victim and the alleged harasser will be notified.
- The administrator will verify the offense, confer with staff members involved and inform the school counselor within 24 hours of the alleged incident.
- The school administrator will inform the victim and their parent/guardian of their rights to follow informal or formal procedures in resolving the matter within 72 hours of the alleged incident.
- School officials will contact law enforcement officials, if and when it is necessary.
- A complete and accurate report will be submitted to the superintendent, who will forward a copy to the school board.

### **Disciplinary Categories**

The following are examples of disciplinary consequences. The discipline imposed will depend on the nature and Severity of the offense, and will not necessarily be imposed in the following order:

- Conference with parent/guardian.
- Conference with guidance counselor.
- Removal from interscholastic activities.
- Suspension in accordance with the District's disciplinary policy and procedures.
- Expulsion from school in accordance with the District's disciplinary policy and procedures.
- Alternative instructional program.

### **Social Networking**

Please be advised the Governor signed HB 64, now Public Act 98-129 effective January 1, 2014 providing that an elementary or secondary school must provide notification to students and his or her parent or guardian that the school may request, or require, a student to provide their password or other account information, in order for the school to gain access to the student's account or profile on a social networking website, if the school has reasonable cause to believe that the student's account on the social networking website contains evidence that the student violated a school disciplinary rule or policy.

The Act defines a "social networking website" as an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others in the system. Electronic mail is specifically excluded from this definition.

### **Smoking, Possession, and use of Tobacco**

Students are not permitted to smoke, possess, use tobacco, or electronic cigarettes or the chemicals for such on school property at any time or during any school sponsored activity. Students may not possess lighters, matches, or any other smoking paraphernalia. Those in violation with this policy will be given consequences. Smoking is defined as any act of smoking tobacco, use of tobacco (snuff, chewing tobacco), holding a lit or unlit tobacco substance, or having tobacco smoke emerging from a student's mouth. Displayed cigarettes or tobacco is not permitted.

### **Treatment of Non-Teaching Personnel**

The office secretaries, library clerk, custodians, bus drivers, teaching assistants and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. They are to be considered

part of the faculty and shall be accorded the respect and obedience shown all faculty members. Profanity directed toward non-teaching personnel will not be tolerated.

### **Treatment of Substitute Teachers**

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Profanity directed toward substitute teachers will not be tolerated.

### **Weapons & Criminal Acts**

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

A student who solicits, possesses, controls, purchases, transacts business, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for up to two calendar years. In the event such weapon is (1) any gun, rifle, shotgun, a weapon that is defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" or any weapon as defined above, then such expulsion shall be for at least one calendar year, but no more than two calendar years. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be weapons if used or attempted to be used to cause bodily harm. The Superintendent may modify the mandatory expulsion period, and the Board may modify the Superintendent's determination, on a case by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and

similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## **DISCIPLINARY PROCEDURES**

### **Student Behavior**

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

### **Prohibited Student Conduct**

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn.

Students may be disciplined for gross disobedience, misconduct, or engaging in prohibited student conduct whenever it is reasonably related to school or school activities. Examples of conduct that can result in interventions or discipline include but are not limited to the following:

- a. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- b. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- c. Using, possessing, distributing, purchasing, selling or offering for sale:
- d. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- e. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- f. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- g. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the substance to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- i. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- j. Drug paraphernalia, including

devices that are or can be used to:  
(a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- y. Being absent without a recognized excuse.
  - z. Being involved with any public school fraternity, sorority, or secret society.
  - aa. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  - bb. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  - cc. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  - dd. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  - ee. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### When and Where Conduct Rules Apply

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

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

property.

#### Disciplinary Measures

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

- a. Notifying parents/guardians.
- b. Disciplinary conference.
- c. Withholding of privileges.
- d. Referral to outside agency
- e. Temporary removal from the classroom.
- f. Return of property or restitution for lost, stolen or damaged property.
- g. In-school suspension.
- h. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- i. Community service.
- j. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- k. Suspension of bus riding privileges.
- l. Suspension from school and all school activities for up to 10 days. A suspended student may also be prohibited from being on school grounds or attending any school activities.
- m. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student may also be prohibited from being on school grounds or attending any school activities.

- n. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and in accordance with Articles 13A and 13B of the School Code.
- o. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct. In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

#### Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with a conference during which oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials. A pre-suspension

- conference is not required and the student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and conference will follow as soon as practical.
2. An attempted phone call to the student's parent(s)/guardian(s) will be made to report the suspension. The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
  3. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or explanation of why the length of suspension was chosen and address the threat or disruption posed by the student. For a suspension of 4 or more school days the notice shall also include an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted and no other interventions are available, and for suspensions of 5 or more school days an explanation of what, if any, appropriate and available support services will be provided to the student.
  4. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the Superintendent or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board or a hearing officer appointed by the Board.
  5. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the Superintendent's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by the Board or a hearing officer appointed by the Board.
  6. At the hearing, the student has the right to: have legal counsel at his/her own expense, the right to question the person who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.
  7. After presentation of the evidence, the hearing officer will report to the Board, via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

#### Expulsion Procedures

The following expulsion procedures will be followed:

1. The building administrator will recommend to the Superintendent whether a student should be expelled.
2. If the Superintendent agrees with the building principal, a written notice will be sent to the student and

- his/her parent(s)/ guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by the Board or a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the building administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf. The notice may request that if the student is to be represented by an attorney the Superintendent be notified of the attorney's name and contact information.
3. At the expulsion hearing, the Board or the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct, including information of any other interventions attempted, or if no other interventions were available and evidence of the threat or disruption posed by the student, and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.
  4. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision. If expelled, the decision

shall detail the specific reason why removing the student from school is in the best interest of the school, provide a rationale for the duration of the expulsion, document how all behavioral and disciplinary interventions have been exhausted or if there is a determination that no other appropriate interventions exist, and document how the student's continuing presence in school poses a threat or substantially disrupts or interferes with the operation of the school.

#### Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

#### Severe Clause

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

#### Lunch Detentions

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

#### Classroom (Teacher) Detentions

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

### **School Detentions**

School detentions will be held when assigned by administration. They may only be issued by the administration. Students who fail to serve school detentions will receive additional consequences.

Parent/guardian are responsible for arranging transportation on days when their child must serve a detention.

### **Temporary Removal from Class**

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

### **Two-Hour After-School Detentions**

Two-hour after school-detentions will be held when assigned by administration from 3:00 p.m. to 5:00 p.m. at SMS office.

### **In-School Study**

ISS may be utilized as a disciplinary option during regular school hours in accordance with the District Behavior Management Plan. Students assigned ISS will not be permitted normal contact with other students.

Students are expected to work on materials provided by their teachers and will receive full credit if completed. Bathroom breaks and lunch periods are part of the schedule.

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

### **Corporal Punishment**

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

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment,

as well as of students and their personal effects. "School authorities" includes school liaison police officers.

The Superintendent or his/her designee may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Such searches may be conducted using specially trained dogs or technology. Searches conducted by authorized school personnel, in conjunction with or at the request of the law enforcement agencies, will be conducted in accordance with the standards applicable to such law enforcement agencies. If such a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. When appropriate, the District also may turn over such evidence to law enforcement authorities.

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

School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the student or parent, and without a search warrant. As a matter of public policy, the General Assembly of the State of Illinois has found that students have no reasonable expectation of privacy in these places and

areas or in their personal effects left in these places and areas.

School lockers are property of the school district and students are allowed to use the same as an accommodation. Students should therefore not have any expectations of privacy in matters related to school lockers. To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects, including vehicles, left in those places and areas by students, without notice to or consent of the student, and without a search warrant.

In specific incidents, school authorities may search areas (including but not limited to school property) when there is reasonable suspicion that the search will produce evidence that the student has violated either the law or the District's rules.

## **SCHOOL BUS RULES** **(Transportation Department)**

### **Parents and Guardians**

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

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

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

### **Bus Service Eligibility**

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

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

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

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

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

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

Parent/guardian must make arrangements to transport friends. \*\*\*NO EXCEPTIONS.

### **Be Prompt**

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

### **At the Bus Stop**

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

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

### **Driver Authority**

The driver has full authority over the passengers on the bus.

Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent/guardian will be contacted to assist the student to modify the behavior concern.

### **Permanent Routes**

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

### **Boarding/Departing the Bus**

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

### **Bus Conduct**

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

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

Serious or persistent violations offensive to or endangering the safety of others will result in disciplinary action. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus.
- Throwing objects in or out of the bus.
- Possession of dangerous weapons or articles (i.e. sharp objects, etc.).

- Destroying or defacing bus property.
- Use of sparking devices.
- Smoking or use/possession of drugs, alcohol or any form of tobacco.
- Obscene gestures or profanity directed to the bus driver or others.
- Possession of laser pointers.

### **Items Not Allowed on the Bus**

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

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

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

### **Use of Video Cameras**

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

### **Disciplinary Procedures**

When, in the 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/guardians of the misconduct of their children. See the student handbook for school disciplinary procedures.

- 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 also prohibited.
- Students are expected to help keep buses clean.
- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat.
- Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a baby-sitter 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.
- 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.

**Note:**

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

**Disclaimer**

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

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parent/guardians and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstance and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

## **RIGHTS AND RESPONSIBILITIES**

***“A child educated only at school is an uneducated child.”***

### **Student Responsibilities**

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

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

### **Student Rights**

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

### **Parent Responsibilities**

- See that your child attends school regularly and on time.
- Understand the responsibilities of the teachers and administrators who take the place of parent/guardians during the school day, and support the rules of the school.
- Safeguard your child’s health by making sure that he/she goes to the doctor and/or dentist regularly and when necessary.
- Attend school conferences and other activities.

- Plan a time and place, with supervision, for your child to do homework.

### **Parent Rights**

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

### **Teacher Responsibilities**

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

### **Teacher Rights**

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

## **INTERSCHOLASTIC ATHLETICS/ EXTRACURRICULAR ACTIVITIES** **Available Programs**

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

**Fall Sports**

**Boys:** cross-country, soccer  
**Girls:** cross-country, basketball, soccer

**Winter Sports**

**Boys:** basketball, wrestling, & stats  
**Girls:** volleyball, cheerleading, poms

**Spring Sports**

**Boys:** track and field  
**Girls:** track and field

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

**ELIGIBILITY**

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

A student who is ineligible for four consecutive weeks may be dismissed from the team. Students and their parent/guardians are responsible for monitoring academic progress.

A current physical examination, proof of insurance/wavier, concussion form and for 7<sup>th</sup> & 8<sup>th</sup> gr. must have Random Drug policy signed and on file and payment of the \$70 athletic fee must be on file in the school office prior to any participation. IESA programs also require age verification.

**No Pay No Play**

Sandwich CUSD #430 has adopted a “no pay no play” policy in effect for the 2018-19

school year. All students participating in athletic or extra-curricular activities must have paid all fines and fees in order to be eligible to participate. A student unable to pay their entire balance must set up a payment plan with the school. This plan will be developed in cooperation between the building administrator (designee) and the student’s parent(s)/guardian(s).

**Attendance**

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

**ATHLETICS &  
EXTRACURRICULAR ACTIVITIES  
CODE OF CONDUCT**

Participation in school sponsored athletic and/or extracurricular activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate in athletic and extracurricular activities are required to comply with this Code of Conduct. By the district permitting participation in an athletic or extracurricular activity by the student, both the student and the student’s parent(s)/guardian(s) agree and promise that the student will abide by all the requirements of this Code of Conduct. **This code of conduct is enforced at all times, even when school is not in session.**

The Code of Conduct for participants in all Athletic/Extracurricular Activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Copies of this code shall be given to all extracurricular participants and their parent(s)/guardian(s) and the code shall be explained at an orientation meeting. Parent(s)/Guardian(s) and the student will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, extending from August 1 through July 31.

Students are not eligible for participation in any athletic/extracurricular activities unless these consent forms are signed and submitted by September 1<sup>st</sup>. Students submitting signed forms after September 1<sup>st</sup> (or later than two weeks after registration if enrolling after the start of the school year) will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider – at student’s expense) and release the results to the designated school representative.

This Code of Conduct is not intended to be used as the sole disciplinary model for students participating in athletics and/or extracurricular activities. It is to be used in conjunction with the Sandwich CUSD #430 disciplinary model and IHSA rules included in other sections of the handbook.

Although the Code of Conduct applies to students at both Sandwich Middle School and Sandwich High School, behavior and consequences occurring at Sandwich Middle School do not carry over to Sandwich High School.

#### **LEVEL A INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)**

Level A infractions include, but are not limited to, behavior noted as Level 1 in the “Disciplinary Cycle Model” section of the handbook. This includes rude and unacceptable behavior. It does not include behavior that falls under Level B and/or Level C below. For purposes of this section, these infractions will be considered on a season by season basis. Participants are allowed to practice, not compete.

FIRST OFFENSE: Warning letter placed in file  
SECOND OFFENSE: Warning letter placed in file  
THIRD OFFENSE: Suspended for one contest  
FOURTH OFFENSE: Suspended for two contests  
FIFTH OFFENSE: Suspended for 20% of current season(s)

#### **LEVEL B INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)**

Level B misconduct includes the possession or use of tobacco products. It includes behavior on or off school property occurring

at any time, including school holidays and vacations. Participants are allowed to practice, not compete.

FIRST OFFENSE: Suspension of one contest (no warning)

SECOND OFFENSE: Suspension of two contests

THIRD OFFENSE: Suspension of 20% of current season(s)

#### **LEVEL C INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)**

Level C misconduct includes, but is not limited to, the behaviors shown below. It includes behavior on or off school property occurring at any time, including school holidays and vacations.

1. Any use, possession, or transportation of alcohol or illegal drugs; being under the influence of alcohol or a controlled substance; testing positive for drugs; possession of drug paraphernalia, steroids, a controlled substance, or look-alike drugs.
2. Criminal acts (charged with and/or convicted of)
3. Behavior noted as Level 3 or Level 4 in the “Disciplinary Cycle Model” section of the handbook (with the exception of tobacco, which is handled above as a Level B infraction).
4. A positive test result under the Random Drug Screening Program.

#### **FIRST OFFENSE:**

##### **Athletics**

The participant will be suspended from participation in 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Participants are allowed to practice, not compete.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of an infraction

and documentation of successful completion must be provided to the principal.

**Example of Level C Infraction:** Student plays a sport(s). Consequence: The student shall be suspended from each athletic activity until consequences have been served.

**Sport:** loss of 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Suspensions carry over from one athletic activity to the next until the full consequence has been served.

**All Other Extracurricular Activities (non athletics)**

Suspensions involving a student participating in non-athletic extracurricular activities will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program the consequence will be reduced to 20% (17 school attendance days). Participants are allowed to practice, not compete/participate.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of the infraction and documentation of successful completion must be provided to the principal.

**Example of Level C Infraction:** Student is involved in regiment and the play - Consequence: The student shall be suspended from participating until consequences have been served.

**Regiment & Play** (all encompassed): Loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program, the consequence will be reduced to 20% (17 school attendance days). Suspensions carry over from one activity to the next until the full consequence has been served.

**SECOND OFFENSE:**

**Athletics**

Suspension will be for the balance of the current sport season and 66% of the next season in which the participant is involved. Participants are allowed to practice, not compete.

**All Other Extra-Curricular Activities (non athletics)**

Suspensions involving a student participating in extracurricular activities (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. Participants are allowed to practice, not compete/participate.

**Example of Level C Infraction – 2<sup>nd</sup>**

**Offense:** Student plays football and is involved in student government. Consequence: The student shall be suspended from the rest of the football season and then 66% of his/her next sport. The student will also be suspended from all other activities/privileges for 57 school attendance days.

**THIRD OFFENSE:**

The student will be suspended from all extracurricular activities for the duration of his/her career at that school. Consequences will not carry over from Sandwich Middle School to Sandwich High School.

**Non Participants in any Athletic/Extracurricular/Privileged Activities:**

Parent/Guardian may voluntarily enroll their student in the random drug screening program even if the student chooses not to participate in athletics/extracurricular/privileged activities. Parent(s)/Guardian(s) must sign the consent forms. Students testing positive in the random drug screening program that do not participate in athletics/extracurricular/privileged activities will be provided with resource and intervention options, and there will be no school consequences for the positive test.

For the purpose of this policy, the following definitions shall provide guidance:

**Athletic/Extracurricular/Privilege activities:**  
All 7th and 8th grade Sandwich Middle School and Sandwich High School athletic/extracurricular/privilege activities that are both voluntary in nature and that are not associated with an academic grade or curricular requirement.

Athletic/Extracurricular/Privilege activities at Sandwich Middle School include, but are not limited to the following:

- Basketball
- Cheerleading
- Class Sponsored Trips
- Cross Country
- Dances
- IEMA Solo & Ensemble Contest
- Jazz Band
- Jr. Regiment
- Poms
- Promotion/Awards ceremony
- Soccer
- Spelling Bee
- Statisticians/Managers
- Student Council
- Track
- Volleyball
- Wrestling
- Yearbook

**Random:** Selection by a contracted vendor using a double-blind selection method--one in which neither the administrators nor the participants can predict or affect the outcome. The computer does not examine participant IDs, nor does it take into account how many times, when, or whether participants have been tested in the past. It is possible that someone chosen for a random test may have been previously selected in the last random selection. The random element of chance is just what is implied--a random chance. Random testing will be done at least once per month, provided, however, parent(s)/guardian(s) of a student selected for testing who is not currently participating in any athletic/extracurricular/privilege activity may elect not to be tested.

**Drug:** Any substance illegal for consumption by a minor unless prescribed by a physician. The drugs tested will be determined by the

Board of Education, the Superintendent of Schools, or designee.

**Sign-up period:** registration through September 1, or two weeks after registration if enrolling during the school year.

**Revoke:** A student or parent/guardian may change his/her mind and deny consent after the consent agreements have been signed, but in doing so the student will become ineligible to participate in extracurricular activities in the same manner as if he/she had a positive test for drugs.

**Testing:** Collection of a urine specimen on school site (utilizing a modified bathroom to meet collection criteria for urine drug testing-meeting the Federal Guidelines- 49CFR Part 40 requirements) by contracted certified collectors. The specimen will be tested at a certified laboratory and investigated and confirmed by a contracted Medical Review Officer. Questions about testing results or testing procedures will be referred to the contracted medical provider.

**Positive Test:** A failure to fully cooperate with the testing procedures, a refusal to test, or a confirmation of a positive test shall all be considered a positive test. The medical provider will inform parents/legal guardians and the designated school representative of the test results. A positive test will be referenced as "use of drugs" in the Conduct Code.

**Confidentiality:** Information and results will be kept separate from the student's educational records. Negative results will be kept in a secure file with the provider for one year and positive results will be kept in a secure file with the provider for five years. Due to HIPAA privacy laws, information will only be shared with the Medical Review Officer, the parent(s)/legal guardian(s) who signs the consent form and the Sandwich School District's designated representative.