

Milton

Pope

School



2020 - 2021
Student Handbook

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WELCOME TO MILTON POPE ELEMENTARY

DISTRICT #210

GRADES K-8

3197 E. 28th Rd.
MARSEILLES, IL 61341
PH. #815-357-8151
FAX# 815-357-8159
www.miltonpope.net

Welcome to the **2020-2021** school year here at Milton Pope. We are excited to be starting another academic year and look forward to the many new successes that each of our students will bring to our district. The current handbook contains valuable information for both parent(s) and student. Please take time to read through the handbook with your student and if you have any questions, don't hesitate to contact us at: (815) 357-8151.

Here at Milton Pope, it is our goal and passion for each student to develop the skills it will take to be successful at the next level. With the support from our strong community and parents, this milestone can be achieved.

Our students are also encouraged to become active with group activities, community projects, and extra-curricular activities that will help shape and mold their personalities. I wish all of our students the best for the **2020-2021** school year.

Sincerely,

Mark Giertz, Principal



David Hermann
Interim Superintendent



Mark Giertz
Principal

*** All changes for the 2020-2021 student handbook are in bold print.**

Handbook rules are subject to change throughout the year at the discretion of Administration and/or School Board. In addition to this handbook is the School Board Policy Manual.

SCHOOL PHILOSOPHY

The underlying philosophy of Milton Pope School is to provide an equal opportunity for all students to master basic educational skills to the best of their abilities. The development of a positive self-image and attitude towards learning within our students is imperative. Children must receive guidance to assure their physical, social, intellectual, emotional and psychological growth. The task of educating our students can only be accomplished effectively when parents, school and community join in a cooperative effort to maximize learning opportunities. Milton Pope School has a proud heritage of parental and community involvement, and each family is invited to actively participate in the educational process.

MISSION STATEMENT

Our Mission, at Milton Pope School, is to provide all students an excellent education which will intellectually, emotionally, socially, psychologically and physically prepare them for the 21st Century.

**SCHOOL INFORMATION
DIRECTORY**

Miller Twp. Community Consolidated School District #210 (Milton Pope Elementary) is located in Miller Township, LaSalle & Grundy Counties, Illinois. The District is organized under the laws of the State of Illinois for the purpose of providing its residents with a school serving grades K-8 for the education of all eligible persons in the district. The district operates as Milton Pope School located at N. 32nd and E. 28th Roads. Administrative offices and board meetings are held at the school. The address is 3197 E. 28th Rd., Marseilles, Illinois 61341, and the phone number is (815)357-8151.

The School Board is comprised of seven community members elected to office by the voters of the school district. Elections are now held in the Spring of odd numbered years and members are elected to four year terms. The School Board is charged with the responsibility of establishing the policies governing Miller Community Consolidated School District #210. School Board Meetings are held on the third Wednesday of each month at 6:30 PM, unless otherwise posted.

BOARD OF EDUCATION MEMBERS

Dan Mitchell Board President 2009-2021
Brent Roalson Vice-President 2011-2021
Terry Griffin Secretary 2013-2021
John Atchley Member 2019-2023
Mark Long Member 2005-2023
Dolph Robson Member 2013-2021
Michael Straith Member 2015-2023

ASBESTOS MANAGEMENT PLAN

MILLER TOWNSHIP COMMUNITY CONSOLIDATED SCHOOL DISTRICT #210 ASBESTOS MANAGEMENT PLAN

As required, our building was initially inspected for asbestos. Our inspection was conducted in 1989. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the main office. Should you wish to review the plans, please call to make an appointment between 8:00 am and 4:00 pm.

Any concerns relative to asbestos containing materials should be directed to the Superintendent at Miller Twp. CC School Dist. #210, (815) 357-8151.

**MILTON POPE'S FACULTY AND STAFF
2020-2021**

DAVID HERMANN

Mr.Hermann is an Interim Superintendent. He received his Masters and Administrative Degree from Northern Illinois University. He has been a Superintendent at Wallace, Saratoga and Nettle Creek Schools before coming to Milton Pope in 2012.

MARK GIERTZ

Mr. Giertz is the Principal at Milton Pope School. He received a Bachelors Degree in Elementary Education from Greenville College and His Masters Degree in Educational leadership from Olivet Nazarene University. Mr. Giertz came to Milton Pope in 2015.

JENNIFER GIBSON

Mrs. Gibson is the Kindergarten teacher. She is a graduate of Olivet Nazarene University with a BS in Elementary Education. She taught at Bourbonnais Elementary School, Crete-Monee School and Kankakee School before coming to Milton Pope in the fall of 2014..

JUDI GAGE

Mrs. Gage is the First Grade teacher. She graduated from Milton Pope Grade School, Ottawa Twp. High School and Illinois State University. She has a Bachelor of Science Degree in Elementary Education. She taught for 10 years at Sandwich Grade School before coming to Milton Pope in 2002.

NICOLE HAMILTON

Mrs. Hamilton is the Second Grade teacher. She received an Associates of Science Degree from Illinois Valley Community College and graduated from Illinois State University with a Bachelor of Science Degree in Elementary Education. She came to Milton Pope in 2019.

LINDA COLEMAN

Mrs. Coleman is the Third Grade teacher. She is a graduate of Milton Pope Grade School, Seneca Twp. High School and Illinois State University. She has a Bachelor of Science Degree in Education. She taught two years at Harding Grade School before coming to Milton Pope in 2002.

RACHEL POLANCIC

Mrs. Polancic is the Fourth Grade teacher. She is a graduate from Southern Illinois University with a Bachelors Degree. She was the RTI aide for two years before becoming a classroom teacher in 2013.

JANINE WILLIAMSON

Mrs. Williamson is the Fifth Grade teacher. She is also the 5/6 Grade Girls Basketball Coach. She is a graduate of Milton Pope Grade School, Seneca High School and North Central College in Naperville, IL. She has a Bachelor of Science Degree in Education. She taught fifth grade at Milton Pope during the second semester of the 2005-06 school year and continues to teach at Milton Pope.

MICHELLE THORSEN

Mrs. Thorsen is the Sixth, Seventh & Eighth Grade Literature and English teacher. She is a graduate of Northern Illinois University with a Bachelor's Degree in Education. She taught ten years at Sandwich Grade School and five years at Nettle Creek Grade School. She came to Milton Pope in 2009 as a Teacher Aide position before becoming a classroom teacher in 2011.

ROBIN FRYE

Mrs. Frye is the Jr. High **Science** Teacher. She is a graduate of Southern Illinois University with a Bachelor's Degree in Elementary Education. She taught sixth grade at St. Patrick's Grade School in Joliet, was hired at Milton Pope in 2014 as the RTI Teacher-Aide and took the position of Jr. High Math teacher in 2018.

JOHN COONS

Mr. Coons is the Seventh Grade homeroom teacher, and the 6th, 7th & 8th grade Science and Technology Teacher. He is a graduate of Greenville College with a Bachelor of Science Degree in Education with endorsements in MS Math, Science and K-5 Self Contained. Mr. Coon taught 2 years at Putman County and taught 4 years of 8th grade Mathematics at East Peoria Central Junior High before coming to Milton Pope in 2020.

KAREN FLEMING

Mrs. Fleming is the Eighth Grade homeroom teacher and the 6th, 7th & 8th grade Social Studies teacher. She also teaches English, Art, Speech Coach and Yearbook Sponsor. She received her Bachelor of Fine Arts degree from Murray State University, her Bachelor of Science in Education degree from Governors State University and a Masters of Arts in Teaching from Aurora University. She taught Junior High at Marseilles Elementary for eleven years before coming to Milton Pope in 2007.

MEGAN CLARK

Mrs. Clark is the Special Education Teacher for grades K-4 and Soccer Coach. She is a graduate of Aurora University with a bachelor of Arts: Special Education degree. She Co-taught at Dummer Elementary before coming to Milton Pope in the Fall of 2015.

SHEILA KARGLE

Mrs. Kargle is the Special Education teacher. She is a graduate of Western Illinois University with a Bachelor of Science Degree. She taught first grade during the second semester of 2005-06 school year before becoming the Special Education teacher in the fall of 2006.

JUANITA PETERSON

Ms. Peterson is the Physical Education teacher. She also coaches Girls & Boys Track. She is a graduate of Trinity Christian College with a Bachelor of Arts in Education degree. She has worked at Seneca High School, Seneca Grade School and Morris High School before coming to Milton Pope in 2006.

KIMBERLY HATCHER

Mrs. Hatcher is the Instructional Band teacher. She is a graduate of Vandercook College of Music in Chicago with a Masters Degree in Music Education. She taught one year at JB Young Intermediate School and six years at John F. Kennedy Catholic School in Davenport, IA before coming to Milton Pope in the Fall of 2014.

HEATHER FRANCIS

Ms. Francis is the Vocal Music teacher for grades K-5 and Junior High Chorus Director. She received her Bachelor of Music in Education from Illinois Wesleyan University. She taught for nine years at District 54 and four years at Nettle Creek before coming to Milton Pope in 2009.

LAURA SMITH

Mrs. Smith is the RTI Aide. She holds an Associates Degree in Social Science. She started at Milton Pope in 2018.

BETH PHIL

Mrs. Phil is a personal attendant. She holds a Paraprofessional Certification. She graduated from the University of Illinois with a Bachelor Degree in Landscape Architecture. She started at Milton Pope in 2002.

TASHA SIMPSON

Mrs. Simpson is a teacher aide. She is a graduate of Loyola University with a Bachelor of Science Degree. She came to Milton Pope in 2019.

KAYLI O'FLANAGAN

Miss. O'Flanagan is our Technology Coordinator. She is a graduate of Illinois State University with a Bachelor's Degree in Management: Human Resource Management. She worked for HP Inc. as Corporate Account Manager before coming to Milton Pope in 2017.

MICHELE ARMSTRONG

Ms. Armstrong is the school secretary for Milton Pope. She is a graduate of Grand Ridge Grade School and Seneca High School. She came to Milton Pope in the fall of 1988.

TERESA SCHAIBLEY

Mrs. Schaibley is our Health Clerk and Lunchroom Account Manager. She is a graduate of Marquette High School, Illinois Valley Community College with a Certificate in Dental Assisting and Parkland Community College with an Associate Degree in Applied Science (Dental Hygiene Program). She started at Milton Pope in 2007.

TAMARA WOMACK

Ms. Womack is the Head Cook. She has used her cooking experiences while working for Tri-County Opportunity Council - Head Start, the Channahon Park District, a Culinary Instructor and owned her own catering business. She came to Milton Pope in 2012.

RACHEL CHILDERS

Ms. Childers is the Assistant Cook. She has also been substitute teacher aide on many occasions. She came to Milton Pope in 2008.

TAMI BARLA

Mrs. Barla is a Lunchroom Supervisor. She holds a Paraprofessional Certification. She attended Suak Valley Community College. She subs as a teacher aide when needed. She became a lunchroom supervisor at Milton Pope in 2013.

MIRIAM HAUGE

Mrs. Hauge is a part time lunchroom/playground supervisor. She worked at Seneca High School in janitorial/housekeeping for twenty years before coming to Milton Pope in 2018.

RANDY TUFTEE

Mr. Tuftie is the Head Custodian. He was in the Horse Racing Industry for over 40 years before coming to Milton Pope in 2015.

CLIFFORD WIGNES

Mr. Wignes is a part-time custodian at Milton Pope School. He has been with us since 1985. He is a graduate of Ottawa Township High School.

LORRAINE HORSLEY

Mrs. Horsley has been a bus driver since 1979. She graduated from Joliet Junior College in 2009 with an Associate's Degree. She retired as Tech Coordinator after sixteen years in 2017 but continues to be a part of the District as a Bus Driver.

CLYDE WEEKS

Mr. Weeks is one of our bus drivers. He came to work at Milton Pope in 2017.

AMY WAITEKUS

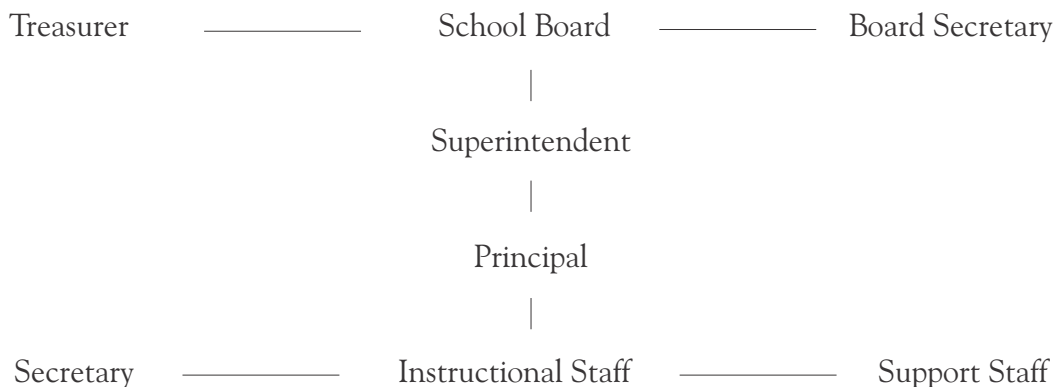
Mrs. Waitekus is one of our bus drivers. She had thirteen years' experience driving a school bus before coming to work for Milton Pope in 2017.

MARCIA MYERS

Mrs. Myers is one of our bus drivers. She worked for twenty-one years as team coordinator for Newman Hass Racing and had ten years bus driving experience before coming to Milton Pope in 2018.

Milton Pope School District is an equal opportunity employer and does not discriminate on the basis of race, nationality, religion, sex or age.

A block diagram of the functional subdivisions of the school district follows.



TEACHER PROTECTION

Any formal written complaint by a parent of a student directed toward a teacher shall be channeled through the principal and teacher, and no action shall be initiated by the administration until a scheduled parent-teacher, teacher-principal and parent-teacher-principal conference has taken place. If the parent or teacher is not satisfied with the results of this conference, to see resolution of the problem the following sequence of conferences shall be employed as needed:

1.) teacher-principal, 2.) parent-teacher-principal, 3.) parent-teacher-superintendent or his/her designee, 4.) parent-teacher-board. After step (2), and prior to steps three (3) and four (4), a period of at least thirty-six hours shall elapse, unless all parties agree to a shorter period of time. In addition, prior to step three (3), the administration shall advise the teacher in writing of the specifics of the complaint. The teacher involved, at his/her request, shall have Association representation at the above conferences during steps 3 and 4. The teacher and/or his/her representative shall have the right to question witnesses, call witnesses pertinent to the complaint, and make available other pertinent information at any of these conferences. Once a written complaint is received from a parent, a copy of the written complaint will be provided to the teacher without delay and prior to any conferences for resolution.

PARENTS RIGHT-TO-KNOW

In accordance with the ESEA Section 111(h)(6) PARENTS RIGHT-TO-KNOW, the Miller Twp. C.C. School Dist. #210 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualification of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher including, at minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other physical status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

CIVIL RIGHTS POLICY, ILLINOIS SEX EQUITY, FEDERAL TITLE IX

The board, administration, and employees of Milton Pope School will not knowingly discriminate against any individual or group on the basis of race, color, age, national origin, religion, sex or handicap. Milton Pope School is an equal opportunity employer.

It is the policy of Milton Pope School that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity. Milton Pope School does not have any administrative and programmatic barriers to school attendance and school completion by pregnant and parenting students.

Milton Pope School does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or by the effect of any school policy or practice.

The district will also comply with federal and state equal employment opportunity requirements.

OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

February, 2008

SEX EQUITY GRIEVANCE PROCEDURE

MILLER TOWNSHIP COMMUNITY CONSOLIDATED SCHOOL DISTRICT #210

1. Anyone wishing to present an allegation of sex discrimination by the district against a student or students shall present a grievance in writing to the Principal, who serves as the sex equity coordinator.
2. The district Principal shall review the grievance and shall render a written decision within two weeks (ten working days). Copies of the decision shall be given to the grievant. If the grievant is not satisfied with the decision rendered by the Principal, the decision may be appealed to the Superintendent.
3. Immediately upon receipt from the grievant of written notice of intent to appeal to the Board, copies of the grievance and the decision of the Principal shall be forwarded by the Superintendent to the Board. The board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within two weeks (ten working days) of the date on which the grievance was heard.
4. If the grievant is dissatisfied with the board's decision, appeal may be made first to the Superintendent of the Educational Service Region and finally to the State Superintendent of Schools. (See Notice Below)

Notice: The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. Appeal of decisions rendered at any levels of review within the district must be made within three weeks (fifteen working days) of their receipt; appeal outside the district should be made in a timely fashion. The equity coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions.

The sex equity coordinator for Milton Pope School is the School Principal, and may be contacted at Milton Pope Elementary School, 3197 N. 28th Road, Marseilles, IL 61341, or by calling #815-357-8151.

GENERAL INFORMATION

ENTRY AGE

Age must be certified by a birth certificate from the county in which they were born at the time of first enrollment. Senate Bill #730 sets requirements for age entry into Kindergarten as five years of age by September 1st of the school year. All persons within the district between 5 and 15 are accorded to right and opportunity to a free and equal education.

KINDERGARTEN

Milton Pope provides half-day and full day Kindergarten and claims a full-day attendance under the General State Aid formula.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison of Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child to his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
4. Students entering sixth grade must show proof of having received the Tdap vaccine and the Meningococcal Conjugate MCV4 vaccine.

As required by State law;

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was at "risk-assessed" or screened for lead poisoning.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of student entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof; (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. School shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examinations

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy requirements for:

1. Religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection.

2. Health examination or immunizations on medical grounds if a physician provides written verification, or
3. Eye examination requirements if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian show an undue burden or lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

VISION & HEARING

LaSalle County Health Services conduct an annual vision and hearing screening for all students. The Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the state of Illinois.

MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special services. Therapy and diagnostic services provided to our child/children are partially reimbursable. Unless you object in writing, Miller Twp. Comm. Cons. School, District #210 will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child/children you do not have to do anything.

STUDENT'S PHOTOGRAPH

Parents have the option of not having their child's picture and/or name placed in the school yearbook or on the school website. Parents need to contact the school office stating their request to have it withheld.

MEDICATIONS

Student Welfare-Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any

medication by school personnel. A student's parent /guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.

All medications dispensed in the school shall be prescribed by an Illinois licensed physician, dentist or podiatrist. Students who are recovering from a temporary illness or students who are on long term medication that require medication during the school day must have parent (s)/guardian(s) bring the medication to school following these guidelines:

In order to be compliant with the Illinois State Board of Education guidelines, a doctor's order must be obtained for all prescription and/or over the counter medication to be given in school. The School Medication Authorization form must be signed by the Illinois licensed Physician, Dentist or Podiatrist and also by the Parent before any medication can be given to the student.

This includes all over the counter medication including; Tylenol, Cough Drops, etc.

The completed form is to be brought in to the school office by the Parent when he/she brings in the medication. No medication is to be brought to school by the students.

All Medication must be brought to the school by the parent(s) or guardian(s) in original package or appropriately labeled container. Prescription drugs shall display:

- Student's Name
- Prescription Number
- Medication Name/Dosage
- Administration Route and/or Other Direction
- Date and Refill
- Licensed Prescriber's Name
- Pharmacy Name, Address and Phone Number
- Name or Initials of Pharmacist

Over the counter medications (OTC) shall be brought to the school by the parent(s)/guardian(s) and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

Medications will be stored in a separate locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area.

Parent(s)/Guardian(s) must bring the medication and form to the office.

The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the certified school nurse, county health nurse, or school administration will discard the medication in the presence of a witness. Medication will not be allowed to go back and forth between school and home with the student during the treatment regime.

Orders and requests regarding medications to be administered over extended periods of time must be renewed periodically. None will be allowed for more than one semester without being renewed.

The school district retains the discretion to reject requests for the administration of medication during school hours.

STUDENT WELFARE-Self Administration

Self administration of medication will be supervised by a staff volunteer. Students with asthma may carry an inhaler or rescue medication including an epinephrine auto-injector. All written procedures above must be followed.

Students with diabetes may self administer medication. All written procedures above must be followed.

SCHOOL FEES

STUDENT FEES

All fees must be paid by the end of the year or student report cards may be held.

Milton Pope School provides current textbooks, some supplies and other materials for students' use during the school year. To offset this expense there is a charge of \$100.00 book rental per student. This may be paid for the entire year at registration or \$50.00 may be paid at the beginning of each semester. \$7.50 assignment book (grades 3-8).

STUDENT ACTIVITY FEE

A \$30.00 per student fee is paid by all students in grades 5-8 whether they do or do not participate in athletics or other extra-curricular activities. All 5-8 grade students will receive free admission to all home games.

YEARBOOK

At the end of each school year, orders will be taken for Milton Pope School Yearbooks.

MORNING MILK PROGRAM

A nutritious mid-morning break is available to Milton Pope students through the morning milk program. The charge for this optional service is \$53.00 per year which may be paid by semester (\$26.50 per semester).

HOT LUNCH PROGRAM

A nutritionally balanced hot lunch is available to our students in grades K-8 at the cost of \$3.00/lunch, \$3.25/adult lunch, \$1.50/extra lunch entrée, and \$.30 per carton of milk served at lunch. Parents can check their child's account at any time through the Milton Pope website. Weekly account balances are sent home to those students who have reached a negative balance. Students with a debt of over \$20.00 will be served a sandwich in place of regular hot lunch served at the same cost of the regular hot lunch until the debit is paid. Parents will be held responsible for any fees charged by the bank for returned checks along with an additional fee charged by the school for processing fees. Students with a balance left on their lunch account at the end of the year will be carried over to the following year. Graduates will be given the remainder of their balance.

FREE AND REDUCED LUNCH

A free and reduced lunch program is available for those students in need. Information concerning the individual records of the free lunch program are strictly confidential. Persons temporarily qualifying due to layoffs or other reasons may complete the application at any time during the year. Parents may pick up an application in the school office. Students who receive free or reduced lunch will be charged for extra items taken.

WAIVER OF SCHOOL FEES POLICY

Miller Township Community Consolidated School District #210 commonly known as Milton Pope Elementary waives fees for persons unable to afford them in accordance with its waiver policy.

Definitions:

"School fees" or "fees" means any monetary charge collected by Milton Pope School from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the school or school district. A school or school district does not impose a "fee" when it requires that a student provide his or her own ordinary supplies or materials (i.e., pencil, paper, notebooks), which are necessary to participate in any curricular or extracurricular program.

General Information:

- 1) "School fees" subject to waiver under the District's Policy include:
 - A) All charges for required textbooks and instructional materials.
 - B) Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (i.e., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in Social Studies, the Fine Arts, Career/Vocational education or Sciences).
 - C) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
 - D) Charges to participate in extracurricular activities.
 - E) School Records fees.
 - F) Graduation
- 2) "School fees" do not include the following and therefore, the following are not eligible for waiver:
 - A) Library fines and other charges made for the loss, misuse or destruction of school property.
 - B) Charges for the purchase of yearbooks, pictures, or similar items.
 - C) Charges for optional travel undertaken by school club groups or students outside of school hours.
 - D) Charges for admission to school dances, athletic events or other social events.
 - E) Optional community service programs for which fees are charged (i.e., preschool, before and after school child care, recreation programs).
 - F) The cost of physical exams.
- 3) Milton Pope does not charge fees for the following:
 - A) Use of school property (locks, towels, laboratory equipment).
 - B) Charges for supplies required for a particular class.
 - C) School health service fees.
- 4) Standards to determine eligibility:
 - A) Eligible Students: All students who qualify for free or reduced lunches or breakfast under "An Act authorizing school boards and welfare centers to sponsor community school lunch programs and free breakfast and authorizing and requiring free school lunch programs, providing for State reimbursement" (Community School Lunch Program) (*National School Lunch Act* {42 U.S.C. 1751}).
- 5) Fee waiver application procedure:

Fee waiver application forms may be obtained at the Milton Pope School office. Forms may be picked up at the office or we will send the form to parent(s) or guardian(s) upon request. Information concerning a fee waiver may be obtained from the Superintendent of Miller Twp. Community Consolidated School District #210, 3197 E. 28th Rd., Marseilles, IL 61341, (815)357-8151. The application must be returned to the Milton Pope office. The school Superintendent will determine if the request is approved or denied and will notify the parent(s) or guardian(s) in writing.
- 6) Procedures for the resolution of disputes:
 - A) The district's policy provides that if it denies a request for a fee waiver, then it shall mail a copy of its decision to the parents within thirty (30) calendar days of receipt of the request. The decision shall state the reason for the denial and shall inform the parents of their right

to appeal, including the process and timeliness for that action. The denial notice shall also include a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.

- B) An appeal shall be decided within thirty (30) calendar days of the receipt of the parent's request for an appeal. Parents shall have the right to meet with the person who will decide the appeal in order to explain why the fee waiver should be granted. The person who decides the appeal shall not be the person who initially denied the fee waiver or a subordinate of this person. If the appeal is denied then the district shall mail a copy of its decision to the parents. The decision shall state the reason for denial.
- C) No fee shall be collected from any parent who is seeking a fee waiver in accordance with the district's policy until the district has acted on the initial request or appeal (if any is made), and the parents have been notified of its decision.

7) Policy changes:

If the fee waiver policy and/or procedures are substantially amended, then parents of students enrolled in the district will be notified in writing within thirty (30) calendar days following the adoption of the amendments.

8) School records:

School records that identify individual students as applicants for or recipients of fee waivers are subject to the Illinois School Student Records Act (105 ILCS 10/1 et seq.). Information from such records is confidential and may be disclosed only as provided in the Act.

9) Non-discrimination:

NO DISCRIMINATION OR PUNISHMENT OF ANY KIND, INCLUDING THE LOWERING OF GRADES OR EXCLUSION FROM CLASSES, MAY BE EXERCISED AGAINST A STUDENT WHOSE PARENTS OR GUARDIANS ARE UNABLE TO PURCHASE REQUIRED TEXTBOOKS OR INSTRUCTIONAL MATERIALS OR TO PAY REQUIRED FEES (105 ILCS 5/2-3,96).

10) Bill for fees:

The district's policy provides that the first bill or notice sent to parents who owe fees shall include a copy of the waiver of school fees policy which includes the following:

- A) The district waives fees for persons unable to afford them in accordance with its policy; and
- B) The procedure for applying for a fee waiver.

ARRIVAL AND DEPARTURE TIME

The school day begins at Milton Pope with the arrival of buses at 8:20 A.M. Parents who bring their children should also arrive during this time. School starts at 8:25 A.M. Students should be in their seats and ready to begin work at this time. School is dismissed at 3:00 P.M. and students not riding the buses should be picked up at this time, unless they are participating in after school activities.

Parents must call the school by noon or send a note in the morning if they are planning on picking up their children after school so they will not be put on the bus.

Students are not allowed to be dropped off and left unattended before 8:15 A.M. each day.

Due to safety issues: At the end of the day students riding the bus will be released first. Students being picked up by a parent or guardian will be released shortly after.

After two unexcused tardies students will begin making up the time missed during their recess period. Students will serve twice the number of minutes they were tardy.

When calculating student attendance:

Kindergarten & First Grade Students

240 Minutes = Full Day of Attendance

120 Minutes = Half Day of Attendance

Second - Eighth Grade Students

300 Minutes = Full Day of Attendance

150 Minutes = Half Day of Attendance

40 Minute Lunch Period is not included in attendance calculation.

ABSENTEEISM AND TRUANCY POLICIES

To derive the maximum benefit of our academic program it is necessary for the student to attend daily. If your child is to be absent for any reason, the school office should be notified. If you are aware of an absence in advance, arrangements should also be made with the teacher(s) to get homework. Also, if a child is going to be late, the school office should be notified. The school office must be notified by 9:00 A.M. on the day of the absence or tardy.

Work missed on days of excused absences must be made up. We urge that work be completed and turned in upon the students return to school. However, the student will be allowed as many days to make up the work as he/she was absent not to exceed ten school days.

Parents must notify the Principal and the teacher five days in advance if a student will be absent due to a family vacation. Student need to ask their teachers for homework they will miss while on vacation. Since it is an unexcused absence all work given to them by the teacher is due upon their return.

Due to the importance of regular attendance, we encourage families to plan family vacations to coincide with school vacation schedules when possible. The school schedule can be found on the last page of this handbook.

The school office has an answering machine to receive calls 24 hours a day, 7 days a week.

Work missed on days(s) of un-excused absence (any absences not under valid cause, as defined below) as out of school suspensions must be made up. School work will be sent home upon request and must be completed and returned to school upon return to school. Failure to complete the work will result in a grade of "0" for that work.

State law requires us to contact the parents if a child is absent from school and the school has not received any communication in advance from the parents regarding the absence. Please help us to avoid interrupting you at work and the expense of long distance calls to your work site by sending us a note or giving us a call.

DEFINITIONS:

1. "Valid Cause" for absence means: Illness (in order to prevent spreading of disease, any student with a contagious illness must stay at home until a doctor's note indicating that the child may return to school is obtained. This note must be presented at the school office upon the child's return). Also, any student absent from school for five or more days due to illness must bring a doctor's note upon return to school. Observance of a religious holiday, death in the immediate family and family emergency.
2. "Unexcused" for absences means: Students gone on vacation, missing the bus, over sleeping, shopping, hair appointment or other instances where absences can be avoided.
3. "Truant" means: a child who is subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.
4. "Chronic or Habitual Truant" means: a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 174 regular attendance days. "Truant Minor" means: a child who is chronic

truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Absence: A written excuse or phone call from a parent or guardian is required for all absences whether they be a full day or a portion of the day. If a parent/guardian has not vouched for the absence by the second morning after the student returns to school, that absence shall be considered an invalid absence. Any student absent from school for five or more days due to illness must bring a doctor's note upon return to school.

Homework: Homework for absent students will be prepared and ready for pick up at 3:00 P.M. if requested by the parent and the parent specifies who will pick it up.

Identification of cause(s) of excused student absenteeism: Interviews will be conducted with the student, his or her parent(s) or guardian(s), and any school official(s) or other parties who may have information about the reasons for the student's attendance problem.

Services: The school may, at any time, informally contact and consult with the truancy caseworker in the development of the most effective services for the student. Services may include one or more of the following: parent conference, student counseling, family counseling, community services which are available to truant and chronically truant students for their needs. Parents may also request assistance from the Regional Superintendent's Office, (815-434-7080).

Upon the accumulation of 10% or more of the previous 174 regular attendance days, absence whose nature is either in whole or in part questionable, the school will file the appropriate report with the county truancy caseworker. Thereafter, the school's sole responsibility/obligation is to inform the truancy caseworker of future absences.

ILLNESS AND INJURIES

Illness or injury at school will be immediately reported to the office and appropriate action taken, which may include immediate parent notification.

Students may stay in from recess or sit out from P.E. due to illness for one day with a written note from a parent or guardian. If it is necessary for a student to stay in from recess or sit out from P.E. for more than one day they must have a written note from a physician.

FOOD SAFETY

In order to maintain food health safety, we encourage students to bring non-food treats such as pencils, erasers, etc. If food treats are brought in, they must be store bought and in their original container. No homemade treats or snacks are allowed. Treats brought in must not have peanuts as an ingredient.

FOOD ALLERGY MANAGEMENT PROGRAM

1. Superintendent prepares and monitors a Food Allergy Management Program
2. Principal coordinates annual training of staff by a person with expertise in anaphylactic reaction management that includes the following
 - a. Recognition of symptoms of an allergic reaction
 - b. Review of high-risk areas
 - c. Steps to take to prevent allergen exposure
 - d. How to administer an epinephrine auto-injector
 - e. How to respond to allergic reactions in students with known allergies as well as those with previously unknown allergies
 - f. Information to increase awareness of bullying and increase sensitivity to issues that

students with food allergies face in the school setting

3. Parents of students with life-threatening allergies provide school with an Emergency Action Plan signed by Licensed Healthcare Provider and Parents
4. 504 Team determines 504 eligibility for all students identified with life-threatening food allergies
5. Principal and 504 eligible students. The 504 Plan will be developed with reference to "Guidelines for Managing Life-threatening Food Allergies in Illinois Schools" as published by the Illinois State Board of Education and Illinois Department of Public Health
6. Principal notifies all staff of individual responsibilities for implementation fo 504 Plan to ensure all needed accommodations are in place
7. Principal provides notification, as appropriate and without naming individuals, to parents in the district about the importance of keeping affected student's environments free of food allergens.

CONTAGIOUS DISEASE & LICE

Definitions:

Any student with a contagious illness must stay at home until a doctor's note indicating that the child may return to school must be obtained. This note must be presented at the school office upon the child's return.

Students must be free of flu like symptoms (fever, vomiting, diarrhea) for 24 hours to be able to come to school.

Students with skin rashes will be assumed contagious. They will be sent home and may not return until a note is presented from a doctor stating they are not contagious.

The District has a no Lice Policy as outlined for LaSalle County School by the LaSalle County Health Department & LaSalle Co. Health Service and recommended by the Atlanta Center for disease control and the American academy of pediatrics.

Upon return to school a trained school professional will conduct a head check to confirm that all nits have been removed.

Parent(s) of a student found with head lice will be notified immediately. The student is then removed from contact with other students and sent home immediately for treatment. When unable to contact parent(s) by phone, the student will be sent home at the end of the day. All students with head lice will be sent home with a letter regarding treatment of the student and the home environment and information about head lice. For readmission to school parent(s) must show proof of appropriate treatment by sending an empty treatment box/bottle. Students treated for lice must be retreated in seven to ten days and present proof of appropriate treatment by sending an empty treatment box/bottle.

COMMUNICABLE & CHRONIC INFECTIOUS DISEASE

Student Welfare

The School Board recognizes that the student with a communicable and chronic disease is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those student rights with the District's obligations to protect the health of all District students and staff.

When the Building Principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome(AIDS) or AIDS Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's

identity. The Principal may, as necessary disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child, as well as to the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws regarding student records. The determination of whether the student with a communicable disease and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis.

If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.

Temporary removal of the student from the District's classroom(s) may be appropriate when:

1. The student lacks control of bodily secretions;
2. The student has open sores that cannot be covered;
3. The student demonstrates behavior (i.e. biting) which could result in direct inoculation of potentially infected bodily fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

At no time shall a District employee or student educationally intimidate any student who has or who is believed to have a communicable and chronic infectious disease. "Educational Intimidation" is defined as interference with the child's right to attend or participate in school activities. Educational intimidation may include:

1. Actual threatening physical harm to the person or property of the child or the child's family; or
2. Impeding or obstructing the child's right of ingress to, egress from, or freedom of movement at school facilities or activities; or
3. Exposing or threatening to expose the child or the family or friends of the child to public hatred, contempt or ridicule.

The actions of the Communicable and Chronic Infectious Disease review Team shall not be considered educational intimidation as long as the Team acts within its professional duties and in accordance with applicable law.

The Superintendent or Principal shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students and community persons. (105 ILCS 5/10-21.11)

EMERGENCY CLOSING, DELAYED STARTING AND EARLY DISMISSAL

The safety and welfare of the students attending Milton Pope is always our highest priority. At times it will be necessary to close school for an emergency situation such as a snowstorm, power outage, and well failure. When early morning fog or subsiding storms hit it may be beneficial to delay the school opening and run the buses 1 to 2 hours late. Approaching storms or emergencies may cause the early dismissal of students.

BLACKBOARD CONNECTS

In order to keep parents informed of emergency closing, late starts or school cancellations we have implemented the BLACKBOARD CONNECTS Notification Service, which allows us to send a telephone or email message to parents instantly. Parents are asked to give phone numbers and email addresses where they or someone close to them can be reached at any time.

These closings, late starts and early dismissals will also be announced on radio stations WCMY Ottawa 1430 AM, WRKX 95.3 FM, WCSJ Morris 1550 AM and 104.8 FM.

A school safety plan exists in the office and may be reviewed on request.

BUILDING SECURITY

Students are never to open any of our school doors to allow anyone into the school building.

Doors of the building and classrooms are kept locked at all times. The building and grounds are monitored 24 hours a day, 365 days with video surveillance.

Students are instructed not to proceed to any vehicle without notifying someone in the office. Students are prohibited from approaching any vehicle in the parking lot or "on the road" while being outdoors for recess or class.

For the safety and well being of the Milton Pope students and staff: all parents, guests and visitors will be required to sign in and out of the main office upon entering and leaving the building. All other adult figures within the building outside of school employees will be identifiable with a guest badge. Any individual found without the guest pass will be requested to return to the main office to properly sign in and receive the guest badge. Exemptions would include days when an assembly, field trips or activity requiring a large number of adults and parents to be present in the building at one time. Please check with the office.

EVACUATION PROCEDURES

Evacuation, should it be necessary due to a nuclear threat, is as follows: Buses will depart from school traveling east to the Seneca Blacktop, North to Rt. 52, then west to Serena High School. Students will gather in the Serena High School gym. Parents/guardians will be able to check their children out from the gym. All check outs will go through the school librarian. No parent will be allowed to retrieve their student from Milton Pope due to the delay it would cause in departure of the buses. Parents may follow the bus to Serena. Evacuation phone messages can be received at Serena High School, 815-496-2850.

Evacuation, should it be necessary due to a building threat, is as follows: Students will walk East on N 32nd Road to Stavanger Lutheran Church. All student checkouts will go through the head teacher. No parent will be allowed to retrieve their child at Milton Pope due to the delay it would cause in departure. Stavanger Lutheran Church phone number is 815-357-6514.

SMOKING REGULATIONS

Our building and grounds are smoke-free. Smoking is not allowed. This includes outside smoking during athletic events and special programs.

PEST CONTROL NOTIFICATION

The Illinois General Assembly recently passed Public Act 91-0099 (SB#527), a law, which requires public schools to notify you at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents such as disinfectants, sanitizers or deodorizers, insecticide baits and rodenticide baits. Spraying of pesticides is done one each month when students are not in attendance.

The District maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property. To be included in this registry, please contact the school office. Any questions you have regarding the District's pest management practices may be directed to the Superintendent.

THE ACADEMIC PROGRAM

THE CURRICULUM

Milton Pope has a curriculum guide aligned with state standards and a technology curriculum guide available for review in the school office and on the school website.

Grading Scale for Grades 2 - 8

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - Below = F

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The District has a policy that provides the procedure and reasons by and for which a grade may be changed.

Elementary schools have sought to develop a strong foundation of basic skills. The curriculum of Milton Pope School places much emphasis on these subjects. We also are facing the challenge of preparing our children for a more complicated, competitive and demanding world. Because of this, emphasis is also placed on developing skills in science, social studies, the arts and daily living skills. We will endeavor to insure each child grow to their maximum potential intellectually, emotionally, and physically. Our Technology program is continually being updated.

Besides the daily program of instruction, our students and community are invited to participate in many extra-curricular activities designed to promote student growth and social growth. These activities include Athletics, Speech & Scholastic Bowl Competition, Band, Chorus, field trips and many others.

ACADEMIC ASSISTANCE

If a student is receiving a "D" or "F" in any subject area, they will be recommended to attend our after school academic assistance program. This program is a tutoring program to help students make up late homework, ask questions on struggling subjects, or study for upcoming assessments. Tutoring sessions will last from 3:00-4:00 on Tuesdays and 2:30- 4:00 on Thursdays. Students will receive a letter that will go home on Monday to be signed by their parent/guardian and returned the following day, stating whether they will or will not be able to attend. Athletes are encourage to partake in this service but will need to inform their coach if they will be attending the Tuesday and Thursday tutoring sessions. Some coaches may make this mandatory for their student athletes. Parent will need to arrange transportation for their student(s) as the school will not be responsible for giving them a ride home.

ONLINE GRADING SYSTEM

The District uses an online grading system called Common Goal Systems / Teacher Ease. Parent can access this online program to review their child's (ren's) grades, homework assignments, and lunch account and fee balances. For access, contact Technology Coordinator:

Kayli O'Flanagan at koflanagan@miltonpope.net

ACADEMIC PROMOTION POLICY - Adopted 7/21/98

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the IAR and MAP Test results.

No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

The administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level.

The student's educational team shall determine promotion of a student having an individual education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act.

BAND/CHORUS

Students willing to participate and fulfill the requirements of the Band and/or Chorus Program must make his/her decision to join or drop from the program during the first two weeks of each quarter. A parental note is required granting permission for the student to withdraw from the elective course once he/she has started the program.

Each year at the Spring Concert, students will be recognized for their accomplishments. A special award will be given to a student who has participated for all five years and has shown great talent and desire in the band program. A second award will be given to a student who has participated for all three years and has shown great talent and desire in the Chorus program. To participate in the IESA Solo & Ensemble Contest a student must be a member of the school Band program to participate with a band instrument or a member of the Chorus program to sing at the contest. Solo & Ensemble Contest a student must be a member of the school Band program to participate with a band instrument or a member of the Chorus program to sing at the contest.

NOTICE TO PARENTS/GUARDIANS OF STUDENTS ENROLLED IN FAMILY LIFE AND SEX EDUCATION CLASSES

In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind and healthy body, (d) dangers and avoidance of abduction and (e) teen dating violence.

COMPREHENSIVE GIFTED EDUCATION PLAN - (Is Subject to Funding)

- I. Gifted students are identified as those whose mental development is accelerated beyond the average of those who have shown a special aptitude of talent and can profit from planned educational services. These services are to be available in each classroom and in each subject.
- II. System for Identification and Assessment of Gifted and Talented children.
 - A. Grades one through eight Social Studies, Math, Language Arts & Science.
 1. Score of 90% or higher on sub-score in relevant subject on standardized test, and/or past performance, and/or teacher recommendations, and/or parent recommendations.
 2. Pretest, and/or questionnaire and/or interest survey.
 - B. Grades one through eight Physical Development and Arts.
 1. Presidents Physical Fitness Tests, and/or teacher observation, and/or portfolio, and/or performance and/or objective tests.
 2. Evaluation of levels of performance.
 - C. Kindergarten criteria for identification and assessment in Math, Science, Language Arts, Social Studies, Physical Development and the Arts
 1. Pre-school screening
 2. Parent questionnaire and/or on going teacher assessment

- D. Criteria will be applied uniformly to every child in every grade. A pool will be formed and from this pool the gifted coordinator and the principal will select students for inclusion.
- III. If funds do not exist, all students will be offered gifted experience across the curriculum integrated with technology.

LIMITED ENGLISH PROFICIENT STUDENTS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parent/guardians of English Language Learners.
2. Appropriately identify students with limited English speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction .
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individual education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly appraised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

HOMEBOUND INSTRUCTION

Miller Twp. School District #210 seeks to provide homebound instruction in a seamless manner for students who must utilize this service. Questions about the homebound program may be directed to the Principal.

SPECIAL EDUCATION

Special Education programs and services are available in our district or in other districts within our special education joint agreement. The services, which are available, are for all types of handicaps and/or exceptionalities. Referrals of students for special education programs and services may be made by parents and the necessary referral forms are available in the school office.

Parents may also request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, Illinois 62777.

Students who will need home or hospital instruction during the course of the year, should contact the office. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss of the child.

All students enrolled in school for the first time in the district shall be given a speech and language screening. Students who are identified during the screening shall be given a case study evaluation to determine the specific need for such services. Notification of referral for screening is not required in any other way than through this handbook. Notification of case study and placement of children for direct services, however, is required and will be forthcoming for any children being considered for such placement. If you have any questions about State or Federal requirements or other programs in the cooperative, please call the L.E.A.S.E. office (LaSalle County Educational Alliance for Special Education) at #815-434-6444 for this information.

To comply with (105ILCS 5/14-8.05) on the use of behavioral interventions for students with disabilities who require behavioral intervention, a policy is on file in the school office.

SPECIAL EDUCATION REQUIRED NOTICE AND CONSENT FORMS

Below is the URL to ISBE's updated *Special Education Required Notice and Consent Forms and Instructions*. The forms are the official versions of the State-required forms and were updated in January 2008 to bring Illinois into compliance with IDEA 2004 and 23 Illinois Administrative Code Part 226. ISBE added three new forms: *Parent/Guardian Notification of Individualized Education Program Amendment*, *Parent/Guardian Excusal of an Individualized Education Program Team Member*, and *Delegation of Rights to Make Educational Decisions*. Each form contains useful instructions to understand the purpose and use of each form. The URL also provides access to each form in languages other than English.

www.isbe.net/spec-ed/html/consent.htm

Exhibit last updated - February, 2009

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher Conferences are held in the fall. Parents will receive their child's first nine weeks report card at that time. Conferences are held between 1:00 - 8:00 P.M. on Thursday and between 8:00 A.M. - 12:00 P.M. on Friday.

Conferences for grades Kindergarten thru Fifth are set by appointment only. There will be a sign up sheet at the Meet and Greet. Parents are encouraged to sign up at that time. It is a first come first serve basis. Parents not signing up at the Meet and Greet will be scheduled for the remaining available times.

Conferences for grades Sixth thru Eighth are open conferences. Parents are able to meet with all their child's Junior High Teachers. Junior High Teachers are set up in the gym where parents may come and go between 1:00 - 8:00 P.M. on Thursday and between 8:00 A.M. - 12:00 P.M. on Friday.

FIELD TRIPS

As an integral part of the curriculum, some teachers plan field trips to places of educational interest. A signed parent permission slip is required for all field trips. Only those students with parent approval to participate in the entire field trip will be permitted to go. Students not participating in the field trip are required to be in attendance at school and will work on educational materials as assigned by their teacher. Students may be assessed a fee for some field trips.

The classroom teacher selects the chaperones, with final approval given by the school administration. There is a designated number of chaperones allowed on each field trip dictated by the venue being visited. Field trips are solely for the enrichment of the student. Under no circumstances will siblings of the students be allowed to attend a field trip. Chaperones are to give their complete attention to the students attending the field trip. As always, if you have concerns about your child attending a field trip it is your discretion to send your child to school that day and/or have them forego the trip. The absence will be counted as an excused absence. All school rules apply during field trips for students and chaperones.

REPORT CARDS

Student progress may be accessed through our on-line program, grades 1-8 (not Kindergarten). Report cards will be issued four times a year. If a student is failing, the parent will be notified as early in the quarter as possible.

HONOR ROLL

To recognize exemplary student achievement, an Honor Roll will be published each grading period. Students in grades 5-8 who receive all A's and B's on their report cards will be included on the Honor Roll. Students in grades 5-8 receiving straight A's will be listed on the High Honor Roll. Students who achieve Honor Roll status all four grading periods will receive a certificate of achievement at the end of the year.

PRESIDENTIAL EDUCATION AWARDS PROGRAM

This award is given to eighth grade students who meet the requirements established by the U.S. Department of Education based upon 3.5 Grade Point average for grades fourth through eighth.

AMERICAN LEGION AWARD

The American Legion Post #457 will recognize two of our eighth grade students, (one girl and one boy) at our graduation ceremony. These students show high qualities of citizenship and true Americanism. Emphasis should be placed on the development of the qualities of Courage, Honor, Leadership, Patriotism, Scholarship and Service.

SCHOLARSHIP AWARD

The Milton Pope Scholarship Award, the most prestigious academic award offered at Milton Pope School, is awarded to the graduating Eighth grade student who has the highest grade point average for school work completed at Milton Pope for all nine years.

MILTON POPE TEACHERS ASSOCIATION AWARD

The Milton Pope Teachers Association Award is awarded to the graduating Eighth grade student who has the highest grade point average for schoolwork completed at Milton Pope for all nine years.

SAMANTHA STRAITH AWARD

The Samantha Straith Award is presented by Samantha Straith to an Eighth grade student with the highest academic grade point average during their elementary years. (They do not have to have attended Milton Pope all nine years).

TOM GRADY SCHOLARSHIP AWARD

The Tom Grady Scholarship Award is given out annually by the Tom Grady Golf Outing Committee to two students who have actively participated and excelled in various sports at Milton Pope and voted on by the coaches. Each receive \$150.00 at graduation to be used toward Sports Camp Admission, High School PE and Sports Fees or other Sports related activities.

ROBERT "BJ" KEENEY JR. SERVICE AWARD

The Robert "BJ" Keeney Service Award is given out annually to one graduating eighth grade student at the graduation ceremony. The recipient of this scholarship must meet all guidelines by demonstrating personal integrity, leadership, and dedication to his/her school, community, friends and family, just as Mr. Keeney demonstrated to us throughout his life. Student is chosen by Administration & School Board.

STUDENT EXCELLENCE AWARD

The LaSalle County Board Schools Committee recognizes one student and their family every other year at the monthly LaSalle County Board meeting. The LaSalle County Board Schools Committee randomly selects a junior high or high school from public and parochial school districts on a monthly rotating basis for recognition.

A student is nominated to the County Board by their school district for recognition based with the following criteria:

1. The primary focus of this committee is to recognize students who have demonstrate and/or contributed community service in their respective school districts.
2. The selected student should portray an image of social and civic responsibility within their school community.
3. The selected student should possess an attitude conducive for a good work ethic and representative of an image the school district finds commendable.
4. The selected student also holds the highest grade point average in their class.

Students selected will be recognized at a monthly LaSalle County Board meeting and receive a plaque presented by the Regional Superintendent and the County Board Chairman.

STUDENT RULES & REGULATIONS

Teachers and other certified staff members are responsible for maintaining discipline in our school. Our goal is to develop good citizenship so they are able to live in and participate in a democracy and perpetuate our government. We encourage communication between parents and teachers regarding persistent behavior problems.

Each classroom has their own classroom management plan approved by administration. This will be communicated to students and parents at the beginning of the school year.

REASONABLE FORCE

Teachers and staff are trained and certified in Non-Violent Crisis Intervention.

Teachers or any other school employees may use reasonable force including physical restraint and/or removal of a student as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior followed immediately with a written discipline referral to the office. No staff member has the authority for slapping, paddling, prolonged maintenance of students in physically painful positions or the intentional infliction of bodily harm. The student's due process rights will be insured by the office.

REPORTED INCIDENTS

The District reports all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack.

STUDENT DISCIPLINE

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, drug paraphernalia, prescribed or over the counter drugs. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and in the students hall/classroom locker during the regular school day unless: (a) use of the device is provided in a student’s IEP, or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, and comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
10. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by
 - a. Being a member,
 - b. Promising to join,
 - c. Pledging to become a member, or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

13. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, automobile, or (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

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

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

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Unapproved cell phones and other electronic devices will be confiscated and only returned to a student's parent or guardian.
5. The District is not responsible for lost or stolen electronic devices.
6. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
7. Suspension of bus riding privileges, provided that appropriate procedures are followed.
8. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
9. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
10. Notification of parent(s)/guardian(s).
11. Physical restraint/or removal from the classroom.
12. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
13. Detention or Saturday school, provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

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

Corporal punishment shall 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 need to maintain safety for students, staff, or other persons, or for the purpose of self-defense or the defense of property.

Teen Dating Violence

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Students in grades 7 through 8 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. Staff members are trained to respond immediately and with compassion to a student who reports teen dating violence. They will proceed under our District's procedures for responding to incidences of bullying and school violence. The student may wish to speak to either the principal (of male gender) or the physical education teacher (of female gender) with their questions and/or concerns.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:
www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html.

Search and Seizure

In order to maintain order 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.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, computers, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Weapons

A student who uses, possesses, controls or transfers a weapon, or any object that can reasonably be considered, or look like, a weapon, shall be expelled for a least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used, threatened to be used, or attempted to be used to cause bodily harm, including but not limited to, live ammunition, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. (4) Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parents/guardians.

Efforts including the use of early intervention and progressive discipline, shall be made to deter students, while at school or school-related events, from engaging in aggressive behavior that may reasonable produce physical or physiological harm to someone else. The Superintendent or Principal shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related

service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reason.

Student Handbook

The Superintendent and Principal, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF: Senate Bill 100 (105 ILCS 5/10-20.14), Adopted: May 20, 105
Gun-Free Schools Act, 20 U.S.C. §8921 et seq.
20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7,
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, and 5/31-3.
23 Ill. Admin. Code §§1.210 and 1.280.

CROSS REF: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School),
7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities),
7:140 (Search and Seizure), 7:150 (Agency and Police Interviews),
7:160 (Student Appearance), 7:170 (Vandalism),
7:200 (Suspension Procedures), 7:210 (Expulsion Procedures),
7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities),
7:240 (Conduct Code for Participants in Extracurricular Activities),
8:30 (Conduct on School Property)

ADOPTED: April 8, 2003

DANGEROUS WEAPONS

Possession or use of explosives, firearms or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on school grounds at all times.

A student who is determined to have brought a weapon, as defined by (*Section 1.1 of 430 ILCS 65/1.1*), to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case-by-case basis. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Act.

Weapon is defined as a firearm, including any weapon which expels (or is defined to expel) a projectile by action of an explosive, and any destructive device meaning any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles or mines. Reference: (*PA 89-498; 105 ILCS 5/10-27.1*)

DRUG ABUSE POLICY:

RIGHTS AND RESPONSIBILITIES-Drug Abuse

Non-medical use of over the counter drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs, prescription drugs, or look-alike drugs including drug

paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips, athletic and music trips, whether held before or after school, evenings or weekends.

For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs, or look-alike drugs including drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis. Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities. (105ILCS 425/16)

TOBACCO

The School Board shall prohibit the use of tobacco by any person (school personnel, student or other persons) on any school property that is being used for school purposes including all events or activities or other use of school property that the school board or school officials authorize or permit.

For purposes of this section "tobacco" shall mean cigarettes, cigars or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

(105ILCS 5/10-20.sb)

ELECTRONIC DEVICES / CELL PHONES AND SMART WATCHES

Students may bring electronic devices to school (i.e. cell phones, iPads, mp3 players, smart watches). Student may be allowed to listen or use these devices before school, after school, on the school bus (if given permission by the bus driver), or during "free time" in class when given permission by staff or teachers. Cell phones may be brought into the building but will be left off once the student has entered the building and until school is dismissed.

Cell Phones and Smart Watches may be used in the building once school is out.

Cell phones, smart watches and other electronic devices used as recording devices or posting unauthorized audio or video clips may result in suspensions. Failure to follow this procedure will result in confiscation of the phone and discipline procedures will follow accordingly.

- 1st offense will be an office referral and student will pick up their cell phone/watch up in the office at the end of the day.
- 2nd offense will result in an office referral and the student having to drop off their cell phone/watch in the administration office (shut off) and picked up at the end of the day.
- 3rd offense will result in an office referral and student will no longer be able to bring their cell phone/ watch to school.

STUDENT'S RESPONSIBILITIES

Each youngster will attend school with the understanding that his/her primary responsibility is to do school work as directed by his/her teacher.

To assure the maximum advantage of learning situations, students must adhere to high standards of behavior while under school jurisdiction. It is each student's responsibility to listen attentively, participate actively to the best of his/her ability, follow teacher directives and comply with classroom rules. Disrupting the education of others will not be tolerated. Each student is expected to follow his/her teacher's discipline plan. This plan has been deemed reasonable, appropriate and approved by the administration.

All Community Club projects involving students come under the discipline jurisdiction of the school. All school rules will be enforced and additional specific discipline guidelines will be developed by the Superintendent as needed for individual Community Club projects.

GENERAL RULES AND REGULATIONS

1. Keep hands, feet, and all objects to yourself. Throwing, kicking, hitting, pushing, and fighting are considered aggressive behavior and will be dealt with appropriately.
2. Be a good citizen. Help look after the safety of others and school property.
3. Listen and follow directions the first time every time.
4. Use appropriate language at all times. Language that is considered to be bullying, teasing, taunting, suggestive, insubordinate, or profane is not appropriate for school.
5. Walk at all times in and around the school building.
6. Keep food in the cafeteria. Exceptions include supervised classroom snacks. Gum chewing is not allowed.
7. Keep all electrical devices, cards and games at home. They are not intended for school use. This includes all personal electronic devices unless the parent has signed the Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form.
8. Inappropriate public display of affection between students will not be tolerated.
9. Hair spray, curling irons, blow dryers, etc. are not allowed at school.

LUNCHROOM RULES AND REGULATIONS

1. Use acceptable and appropriate table manners.
2. Wait in line quietly to be served.
3. Food is for individual use only. Do not share, throw, or play with food and food objects.
4. Talk quietly at tables.
5. Remove all articles around your eating area before being dismissed.
6. Remain seated until dismissed by a supervisor.
7. No pop or energy drinks are to be brought in a student's lunch.

PLAYGROUND RULES AND REGULATIONS

1. Practice good sportsmanship.
2. Stay in the supervisor's view at all times.
3. Use equipment properly.
4. Play in designated areas: fields, trees, gas tank areas are off limits.
5. High risk games: tackling, wrestling, physical contact, hardball & gymnastics are not allowed.
6. Throwing snowballs & rocks are not allowed.
7. Line up immediately and safely when the bell rings.

TRANSPORTATION

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned schools, unless the School Board has certified to the Illinois School Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of a an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS RULES AND REGULATIONS

In addition to the rules in this Handbook the following rules apply.

1. Be outside standing at the designated school bus stop on time to help keep the bus on schedule.
2. Stay off the road at all times when waiting for the bus; be careful in approaching the place where the bus stops; do not move toward the bus until it has been brought to a complete stop and the driver has motioned you across.
3. Stay in your seat, facing forward while the bus is in motion.
4. Inappropriate foul language and behavior like fighting, pushing, horseplay or throwing things are not allowed, as they can divert the driver's attention and could cause an accident.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Be absolutely quiet when approaching a railroad crossing.
8. Keep hands and head inside the bus at all times.
9. Do not throw anything out of the bus windows.
10. Treat bus equipment as you would valuable furniture in your home. Never tamper with a bus or any of its equipment. Assist in keeping the bus safe and sanitary.
11. Keep entire body, books, packages, coats and all other articles out of the aisles. Do not leave books, lunches or other articles on the bus.
12. Do not bring insects or animals on the bus.
13. Do not ask the driver to stop at places other than the regular bus stops. The driver is not permitted to do this, except by proper authorization from a school official. Students will not be permitted to get off their bus at any point other than at their own home, unless the parents have made prior arrangements with the school office as a result of an emergency situation and then only if the drop-off point is already on the existing bus route.
14. Written permission or verbal confirmation is needed to pick up another parent's child after school or in an emergency.
15. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross. Do not return for any reason after driver has motioned you across.
16. Students getting off the bus are to go directly to their home/babysitter's home. Students will not turn back toward the bus to get the U. S. mail or go visit a neighbor.
17. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
18. Eating, drinking or gum chewing are not allowed on the bus.
19. All personal electronic devices and toys may not be used without permission from the bus driver.
20. Talk quietly with students in their seats. Do not yell out to other students in other areas of the bus.
21. Non resident students are not entitled to ride the district bus.

DISCIPLINARY ACTIONS

Disciplinary action will be a progressive manner, beginning with a warning, and proceeding with 1, 2, 3, 5, 10, 20 days, full semester or year suspension from the bus. The administration reserves the severer clause for the severer infraction.

The following behaviors will result in disciplinary action by the office:

1. Insubordination.
2. Disrespect for persons or property.
3. Continuous argumentative behavior.
4. Striking another person.
5. Repetitious breakage of classroom, playground, cafeteria, bus or general rules.
6. Obscene notes, pictures, gang insignia, language, gestures or gang signs.
7. Dishonesty, lying, cheating, forging notes, etc.
8. Vandalism.
9. Possession, use or under the influence of tobacco, drugs and/or alcohol.
10. Possession of drug paraphernalia.
11. Possession of a weapon.
12. Possession or use of matches or cigarette lighters.
13. Theft. Possession of stolen property.
14. Being in an unsupervised area without permission.
15. Failure to abide by corrective measure for misconduct.
16. Extortion.
17. Trespassing.
18. Selling items for organizational fund raisers in school without office approval.
19. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
20. Buying, selling, or bartering of any personal property in or on school property is not allowed. This includes baseball, basketball and any other trading cards.

EARLY IDENTIFICATION: AGGRESSIVE BEHAVIOR

Students who are identified by one or more teachers as having demonstrated conduct or behavior that puts them at risk for aggressive behavior, including but not limited to "bullying" shall be referred to the school principal or designee. For purposes of this Policy, "bullying" is defined as conduct or behavior toward other students that, to a marked degree, appears intended to terrorize, intimidate or start fights with other students. The principal or designee shall promptly notify the student's parents or legal guardians of the referral, and shall schedule a parent-teacher conference to discuss the referral and to recommend such community-based or District-provided early intervention procedures as are available and are deemed reasonably appropriate.

The Superintendent may also establish written procedures by which teachers may refer an aggressive student to a designated teacher committee and by which the committee shall consider the referral. Any such written procedure shall include a provision that upon review by the committee, the committee shall determine whether the conduct and behavior of student are of such nature and degree that the student should be referred to the school principal (or designee) as a student at risk for aggressive behavior.

LEVELS OF MISCONDUCT

Note: If in the judgment of the principal or supervisor, the nature of the incident is severe enough, he may proceed directly to any level appropriate for the behavior.

Level I Acts of Misconduct-Immediate Supervisor

Acts of misconduct which impede the orderly operation or educational process of the classroom, lunchroom, playground and/or bus. The immediate supervisor will make a relative decision regarding consequences concerning compliance to rules and regulations.

This decision will be based upon the following points:

Cause of misbehavior, severity of offense, habitualness of offenses and the personality of offender, (ie., certain individuals may respond more appropriately to different types of discipline).

Disciplinary response:

Verbal warning. Such misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school personnel.

Level II Acts of Misconduct - Immediate Supervisor

Some examples of Level II misbehavior include the following:

- A. Continuation of unmodified Level I of misconduct.
- B. Classroom disruptions.
- C. Disrespect for persons or property.
- D. Inappropriate notes, pictures, language, or posting such on social media sites, gestures or touching.
- E. Dishonesty, lying, cheating, forging notes, etc.
- F. Being in an unsupervised area without permission.
- G. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- H. Insubordination.
- I. Selling items in school without office approval.

Disciplinary response:

Students will receive a verbal warning and some type of consequence. It is the student's responsibility to tell his/her parents about this. Repeated misbehavior may require parent-teacher communication or parent communication with administrator.

Level III Acts of Misconduct - Administrator

- A. Serious Level II or continuation of unmodified Level II acts of misconduct.
- B. Continuous argumentative behavior.
- C. Striking another person.
- D. Teasing, taunting or bullying another person.
- E. Vandalism.
- F. Possession of dangerous objects including knives.
- G. Theft. Possession of stolen property.
- H. Extortion.
- I. Threats to others (physical or verbal).
- J. Skipping school, skipping class, excessive tardiness.
- K. Gang activity.

Disciplinary response:

Students will be sent to the Principal and one of the following may be taken:
(Parent will receive notification by phone or by written referral.)

Disciplinary Options

- A. Conference with parents (by phone or in person)
- B. Conference with student
- C. Withdrawal of privileges
- D. Referral to outside agency or school district support services
- E. Suspension of lunchroom, class room, bus and/or playground for up to ten days depending on severity and/or repetitious nature
- F. Suspension from participating in and/or attending extra curricular activities
- G. In School suspensions (maximum of 10 days)
- H. Out of school suspension (maximum of 10 days)
- I. Detention (1 hour after school or 3 hours Saturday)
- J. Saturday detention (3 hours)
- K. Financial restitution (in cases where damage or loss has occurred.)

Level IV Acts of Misconduct

Some examples of Level IV misbehavior include the following:

- A. Serious Level III or continuation of unmodified Level III acts of misconduct.
- B. Possession, use or under the influence of tobacco, drugs and/or alcohol.
- C. Possession of drug paraphernalia.
- D. Possession of weapons or look alike weapons.
- E. Setting false fire alarms or tampering with fire equipment.
- F. Display of sexual, racial, physical or other harassment.

Disciplinary response:

Students will be sent to the Principal and one of the following may be taken:
(Parent will receive notification by phone or by written referral. Also, a report will be given to the Board of Education.)

Disciplinary Options

- A. Temporary removal from class
- B. Alternative programs
 - 1. Program for disruptive youths
 - 2. Homebound instruction
 - 3. Other appropriate district alternatives
- C. Financial restitution (in cases where damage or loss has occurred)
- D. In School suspensions (maximum of 10 days)
- E. Out-of-school suspension (maximum of 10 days)
- F. 3 hour Saturday detention
- G. Suspension of bus privileges (maximum of 10 days)
- H. Bus expulsion by Board action
- I. Referral to outside agency or school district support agencies
- J. School expulsion by Board action

Special Note:

Disciplinary action is at the discretion of the Administrator.

Saturday detention, for in school suspension, or out of school suspension may also be issued upon the fourth and subsequent regular one hour after school detention in any one nine-week period. If absent on Saturday then an in or out of school suspension may be given on the second regularly scheduled school day.

After school and Saturday detentions: Students must remain seated, no talking or no leaving the room during the detention time. Students are to bring work to do during detention. If a student fails to bring work the detention supervisor will assign work. Students must be picked up immediately after the detention is served.

Classroom suspension & Out-of-school suspensions also include suspension from participating in and/or attending extracurricular activities during the period of school suspension. Out-of-school suspensions are un-excused absences. School work will be sent home upon request and **MUST BE COMPLETED AND RETURNED** to school with the student receiving full credit for work completed by the assigned date. Failure to complete the work will result in a grade of "0" for that work.

Board Policy #7:200 and #7:210

K-8 SUSPENSION CONSEQUENCES

If a student receives a suspension they forfeit the following activities in the order presented:

1st Suspension – Field Day

2nd Suspension – Field Trip

3rd Suspension – Teacher / Administration Discretion

*Any of these activities are up to the Teacher/Administration Discretion.

SUSPENSION PROCEDURES

The following are suspension procedures:

1. Suspension Procedures - A suspended or expelled student is not allowed on school grounds without the approval of the Administration in advance or they will be subject to arrest for trespassing on public property.
2. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
3. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
4. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

LEGAL REF: 105 ILCS 5/10-22.6(b)
Goss v. Lopez 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73
(N.D. Ill., E.D., 1992).

CROSS REF: 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

ADOPTED: April 8, 2003

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parents(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

LEGAL REF: 105 ILCS 5/10-22.6(a).
720 ILCS 570/102 et seq.
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF: 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

ADOPTED: April 8, 2003

STUDENT USE OF TELEPHONE

Student emergency phone calls of a health related nature will be made to the parent by Milton Pope office personnel.

Student non-emergency phone calls will be made by the classroom teacher or by the student with the teacher's permission.

CARE OF GYM

To protect the floor, students must wear gym shoes with white or non-marking soles when playing in the gymnasium. In addition, when walking through the gym, everyone is asked to walk along the edge in the blue tiled area.

STUDENT DRESS - Kindergarten Through Eighth Grade

Appropriate student dress, cleanliness and good grooming are important in maintaining an appropriate learning environment for all of the students. The students are expected to maintain an appearance which is not distracting, disruptive or a safety hazard to themselves or others or in any way detrimental to the educational process of the school. Suggestive clothing or inappropriate

slogans on the clothing or any clothing that is offensive or carries alcohol, tobacco or other pro-drug messages which is disruptive to the school environment is prohibited. Caps or hats are not to be worn inside the building at any time. It is also important that students be properly attired for differing weather conditions. Wearing shorts to school is allowed as long as the clothing meets the conditions stated above, and meets the minimum length requirement (length is to the students furthest finger when arms are fully extended down the side of the body.)

Clothing must cover shoulders, chest, back, midriff, sides and undergarments. Spaghetti straps, tank tops, midriffs or loose fitting clothing including pajama pants and slippers are prohibited. These include garments that are revealing, suggestive or potentially dangerous to an individual. Shoes must be securely fit to a student's feet. Flip Flop sandals are prohibited. Students dressed inappropriately will be asked to change into their P.E. clothes/shoes or call home for a change of clothes. Words/letters written on the seat of students pants are not allowed. Jeans that are ripped or torn in inappropriate areas or are a distraction will not be permitted. No unusually colored hair.

BICYCLES

The riding of bicycles by students to and from school is permissible at the discretion of parents. However, once the student has arrived onto school grounds, he/she must park his/her bike and enter the school and wait for the school day to begin. Riding around school grounds at this time is prohibited. At the conclusion of the day he/she must wait with his/her bicycle in front of the school until dismissed by school staff. This is done after buses and traffic have left the immediate area. We encourage all students to exercise great safety and caution while traveling the rural roads near the school.

DELIVERIES TO SCHOOL

Deliveries of flowers, balloons, etc. to a student is prohibited. They will be refused upon delivery.

EXTRACURRICULAR ACTIVITIES

ATHLETICS, CHEERLEADING, AND OTHER EXTRACURRICULAR ACTIVITIES

GENERAL INFORMATION

Superintendent Mr. David Hermann
Principal Mr. Mark Giertz
Athletic Director Ms. Juanita Peterson

Milton Pope School
3197 E. 28th Rd.
Marseilles, IL 61341
Phone (815) 357-8151

Extra Curricular Activities

Fall

Soccer
Band (All Year)
Chorus (All Year)
Girls Basketball
Speech
Boys Baseball
Girls Softball

Winter

Boys Basketball
Cheerleading
Girls Volleyball
Academic Team

Spring

Track (Boys and Girls)

MILTON POPE SCHOOL SONG

Oh, when the Pilots go marching in,
Oh, when the Pilots go marching in,
You're gonna hear a great big roar,
Oh, when the Pilots go marching in,
Hey! Hey!
P – I – L – O – T – S
Yea, Pilots,
Fight Pilots Fight
Oh, when the Pilots go marching in,
Oh, when the Pilots go marching in,
You're gonna hear a great big roar,
Oh, when the Pilots go marching in.

DISTRICT MISSION STATEMENT

Our Mission, at Milton Pope School, is to provide all students an excellent education which will intellectually, emotionally, socially, psychologically and physically prepare them for the 21st Century.

PHILOSOPHY STATEMENT

At Milton Pope, we provide all students the opportunity to learn and grow in their athletic abilities during regular season play.

EXTRA CURRICULAR ACTIVITY MODEL

For the 5/6 grade curricular activities a clinical model will be used during all regular season games. A competitive model will be used during all Tournaments. For 7/8 grade extracurricular activities having IESA playoffs, a competitive model will be used thorough out the entire season.

For extra-curricular activities not having IESA playoffs, a clinical model will be used for all regular season games and a competitive model will be used for all tournaments.

Students must make his/her decision to join or drop from the extracurricular program during the first two weeks of the start of that extracurricular season.

COOPERATIVE PROGRAM WITH RUTLAND ELEMENTARY SCHOOL

The school districts agree to consolidate the following athletic sports: 5/6 Gr. Boys Basketball, 7/8 Gr. Boys Basketball, 5/6 Gr. Girls Basketball, 7/8 Gr. Girls Basketball, 5/6 Gr. Girls Volleyball, 7/8 Gr. Girls Volleyball, Track. Soccer, Jr. High Baseball and Jr. High Softball.

TEAMNAME AND HOST SCHOOL

The Mascot Will Be Used With The Following Name:

5/6 Gr. - MPR "Wildcats" (Rutland as the host school)

7/8 Gr. - MPR "Pilots" (Milton Pope as the host school)

ATHLETIC CODE

FAN, PLAYER AND COACHING CONDUCT *(New 2020)*

Players who are ejected will now serve a two game penalty instead of a one game penalty AND must complete the NFHS Sportsmanship course online. The suspension has to be served at the level at which the ejection occurred and all games in the interim. For example, a 7th grade basketball player is ejected from the Wednesday sectional contest and the team wins the sectional. That player would not be able to play in the 8th grade regional on Thursday or Friday and would have to miss the first two games on Saturday of the state finals before playing again. If the team lost in the sectional, his/her basketball season would be over as it would be impossible to serve a two game suspension at the 7th grade level. That player would have to miss the next two contests of any sport in which they play even if the next sport is when he/she is in 8th grade. Should the player be ejected in any activity a second time in the school year, the player must serve a five game suspension AND the school will be fined \$100. Coaches will continue to serve an immediate two game suspension for an ejection (no change) but the school will be fined \$100 on the first offense AND the coach must complete the NFHS Sportsmanship course. A second ejection will result in a five game suspension (no change) AND the school will be fined an additional \$250. The Board also has now added a penalty for a fan who is ejected. Now, a fan who is ejected will be required to watch the NFHS Sportsmanship course before he/she can attend another contest. The NFHS Sportsmanship course is a free online course. Any time after a player, coach, or a fan has been ejected the school will have to send the course completion certificate to the IESA Office before they can return. Additionally, when a fine is assessed, the school must pay the fine with a school check and the check has to be received in the IESA Office before the player or coach can return after serving their suspension.

**** All fines will be reimbursed to the school by the offending party and the suspended athlete, coach or fan will not be allowed to participate or attend another contest until the penalty is paid.**

Parent Code of Ethics

As a parent, I realize that my child's participation in extra curricular activities is a privileged opportunity that is intended to be an enjoyable yet competitive learning experience. If my child participates, I understand that I will be expected to follow certain behavioral guidelines if I am going to be an attendance at his or her extracurricular contests. These behavioral guidelines are as follows:

As a Positive Parental Example for my child, I WILL:

- 1) Encourage other parents, family members, and fans to demonstrate respect and support for the players, coaches, and officials.
- 2) Be realistic about my child's physical ability and help them understand their role within a team concept.
- 3) Speak supportively of my child's coach if they have questions about their role on the team.
- 4) Help my child set realistic goals and provide both guidance and encouragement in assisting them with achieving their goals.
- 5) Insist that my child play in a safe environment for training and competition.
- 6) Be a "cheerleader" for my child AND other children on the team.
- 7) Make my child's extracurricular activities career a positive experience and not relive my own extra curricular experiences (positive or negative) through him or her.
- 8) Emphasize "improved" performance.
- 9) Do my part to make extra curricular activities fun for my child.

STUDENT CODE OF ETHICS

During Contests/ Practices

- 1) I will remember at all times that I am a member of a team and I will not place my own self-interest above those of the team.
- 2) I will not cast blame on my teammates. We will win together as a team and we will lose together as a team.
- 3) I will demonstrate self-control and respect for others, including officials, parents, spectators, coaches and other participants, at all times.
- 4) I will remember that participation in a school activity is a privilege that is not to be abused by unsportsmanlike/inappropriate conduct.
- 5) I will treat my opponents with respect, shake their hands after competition and congratulate them on their performance.
- 6) I will respect the integrity and judgment of the officials.
- 7) I will remember that improper behavior while in uniform reflects poorly upon my parents, my community, my organization and me.
- 8) I will understand and abide by the rules of the game.
- 9) I will accept victory with grace and defeat with dignity.

During School

- 1) I understand that my behavior in the classroom is very important. If a faculty member of Milton Pope School reports an incident of unacceptable behavior, negative classroom attitude, or cheating, the act will be discussed with the player and disciplinary action, if necessary, will be determined by the Administration and coach.
- 2) I will remember that school is more important than my additional activities and I will give 100% in the classroom, just as I do in my activities.

Spectator Code of Ethics

Any person, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event and/or denied admission to school events for up to a one calendar year after a School Board hearing. Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or school district employee
- Engaging in any activity which is illegal or disruptive
- Refrain from coaching from the bleachers/stands that may distract the players.

The Administration may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least ten days before the school board hearing date, containing:

1. The date, time, and place of Board hearing
2. A description of the unsportsmanlike conduct
3. The proposed time period that admission to school events will be denied
4. Instructions on how to waive a hearing

ATTENDING GAMES

Students and parents are encouraged to attend the various school activities including athletic competition. Students in grades K-4 desiring to attend a game must be accompanied by a parent or adult designee to ensure proper supervision. Students in grades 5th through 8th may stay as spectators at afternoon athletic contests if they bring a note from home and present it to the office by 12:00 P.M. Students are not allowed to call home for permission to stay.

The home game rules for students are outlined below:

1. Students must be in school attendance all day unless approved by administration in order to attend and/or participate in extra curricular activities.
2. Students will remain in the building during all contest/school events.
3. While the game is in progress students are to remain in the gym.
4. Remain seated throughout the contest - avoid disrupting other spectators by moving around, changing seats, or displaying obnoxious behavior.
5. Cheer for our team: do not display poor sportsmanship by booing or jeering the opposing team. This will not be tolerated.
6. The cafeteria and south halls are off limits. Please use the admission entrance to enter/exit the gym.

7. Admission prices are \$2.00 for students and seniors and \$3.00 for adults. A Student Activity Fee is collected at registration which allows students in grades fifth – eighth grade to be admitted free to all home games. A family pass can be purchased for \$60.00. This would allow free admission to all home games for the parent, child(ren) and Grandparents.
8. Plan restroom breaks, drinks from the fountain, and concession breaks during timeouts, end of quarters, halftime, etc.
9. When entering the gym one should always wait for a break in the play before proceeding to a seat. We want to avoid any distraction or interruption to the game.
10. School rules still apply. An athletic contest or school event (home or away) is just an extension of a typical regular school day. Therefore, consequences may and will be applied for inappropriate behavior subject to the levels of misconduct described on pages 34-45. It could involve any one of the following:
 - A. warning
 - B. loss of lunch recess
 - C. timeouts or detentions
 - D. assigned seat
 - E. contact parents
 - F. prohibited from attending games
 - G. in school suspension/out of school suspension

ELIGIBILITY

Concussion Policy

The School District will provide coaches and student athletes and their parents/guardians with educational materials from IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

After an absence of more than one day in order for a student to come back and participate in extra-curricular activities they will require a doctor's note releasing them to full activities, which include: P.E., recess, practices and games.

Academic Policy

In order to participate/join in any extra curricular program offered by the school, a student must be passing all subjects and maintain a "C" Average. Teachers will submit weekly reports to coaches each Friday to determine a participant's current grade status. If the weekly reports indicate that a student's current academic average in ANY subject is an "F", the student will be ineligible for one week, Saturday through the following Friday.

An exception to the grade requirements of C average may be made for students in Special Education programs who are passing all subjects, if that student is making maximum effort to succeed, and if a joint meeting with the Principal, parent, coach or activity sponsor, and student/s teacher result in a recommendation for continued participation in the sport or activity.

During the first week of ineligibility in a given sport/activity, a student is restricted from taking part in a competition or performance. The coach may require the student to attend practices or contests/performances.

During the second week of ineligibility in the same sport, a student is restricted from attending practices or contests/performances.

During the third week of ineligibility in the same sport, a student will be removed from the team.

Conduct Policy

As a student/athlete at Milton Pope School all participants are expected to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school.

Students may be suspended for up to three contests/performances for the following offenses:

1. Being dismissed from the competition by an official, referee, or umpire for misconduct while at a school sponsored event.
2. Being dismissed while at a school sponsored event by the coach or administration.
3. Being dismissed from a practice by the coach for misconduct.
4. Breaking the law and being arrested or involved with legal authorities after the start of the given season.
5. Being suspended from school for disciplinary action due to the violation of school rules.
6. Willfully disobeying any team rule or any other directive of the coach
7. Displaying disrespect to teammates, opponents, coaches, spectators, or officials.
8. Being present at a party, in a car, or other gathering place where alcohol or drugs are present.
9. Being involved in any activity, on or off campus, which brings discredit to the school.
10. Repeated offenses will result in a meeting of the administrator, Athletic Director, coach, parent, and student and may result in the student's expulsion from the team.

**** Students with a school suspension, (in or out of school) or contest suspension may not attend or participate in any extracurricular activity during the period of suspension.

A student may be suspended from the squad for the remainder of the season in which the violation(s) occurs for any of the following confirmed offenses:

1. The use, possession, or under the influence of drugs or alcohol on or off school property.
2. Repeated violations of team rules or directives from the coach.
3. Acts of violence or other gross misbehavior, including theft, attempted theft, possession of stolen property, damage to private or public property, or possession of a weapon.
4. Using or possessing tobacco in any form on or off of school property.

STUDENT DRESS / APPEARANCE

Participants represent our school and must conduct themselves and dress accordingly. At the Athletic Director/Coaches request, students will be required to follow a specific dress code on game days.

FORMAT FOR FILING A COMPLAINT

Parent/guardian who has concerns or complaints regarding an extracurricular activity should pursue their complaints by addressing the following chain of command:

1. Set up a time with the coach or sponsor to discuss concerns. This meeting should take place at a mutually convenient time. The coaches will not be available after games for such discussions and *should be contacted the following school day* to set up a time for meeting with the concerned parent/guardian. The following issues should be considered:

Appropriate issues to address with coach:
Child's effort at practice
Child's behavior at practice
Skills that need improvement/practice
Child's attitude

Appropriate issues to address with administration:
Coaching strategies
Playing time
Other athletes/participants

2. If resolution is not met after meeting with the coach or sponsor, then the parent/guardian of the student should refer the matter to the athletic director and Administration to set up a time for parent/guardian, coach or sponsor, athletic director and administrator can meet to discuss the concerns.
3. If resolution is not met through this meeting and the above options are exhausted and the parent/guardian is not satisfied with the resolution, they may then request a meeting with the superintendent and School Board if necessary to resolve their concerns.

These steps must be followed in the order presented. If these steps are not followed, the parent or parents must have a mandatory meeting with administration before they are allowed to attend the next game. If a parent fails to follow the steps a 2nd time, in any extracurricular activity, they will not be able attend the next 3 games. If a parent has a 3rd offense they will be banned from all games for the rest of the school year.

PHYSICAL EXAMS

All students planning to participate in any one of the athletic activities during the school year must have a current physical examination on file in the office. Physicals are good for 395 days from the date given.

ORIENTATION MEETINGS

At the beginning of each extra-curricular activity, contact will be made by the coach to outline all rules, procedures, and expectations for the upcoming season. At this time the student/parent athletic handbook will be discussed and/or distributed to the student athlete. Parents and students must sign they agree with the Code of Ethics for each activity they participate in.

ATTENDANCE POLICY

1. Students participating in athletics, cheerleading, and other extracurricular activities must be in student attendance for the full school day to participate in practice or games unless absence is pre approved by administration.
2. Students serving a detention may not participate or attend the extra-curricular activity on the date the detention is to be served.
3. Any student(s) serving an in-school suspension or after school detention may not participate or attend the extra-curricular activity on the date the incident happened.

PLACEMENT OF PLAYERS ON TEAMS

1. During regular season play, and within IESA guidelines, students may be moved up/down a grade level team according to the following guidelines. All recommendations to move students between grade level teams will be made by the Coach and Athletic Director and approved by the Administration and parents.
 - a. Temporary transfers may be made between teams due to a temporary loss of participants on one team and subsequent inability of that team to support a roster that includes substitutes.

- b. Students may be moved up for the duration to the 6th, 7th, 8th grade teams if those teams do not have enough participants to support a roster that includes substitutes.
 - c. If the 5th grade team does not have enough participants to support a roster, they will combine with the 6th grade team to form two teams.
2. During playoffs, students may be moved up a grade level. Also during playoffs, students who were moved according to point 1b will continue to play on the regular season team to which they were assigned. In addition, they may be asked to play on their own grade level team during the playoff season. All recommendations to place students up/down a grade level for playoffs will be made by the Coach and Athletic Director and approved by Administration and parents.

PRACTICE

Students will be given practice/game schedules in advance. Times are subject to change during the season. Athletics will practice three to four time per week during that current sport which includes games. Practice will be closed to parents. Unexcused absence in most recent meeting (practice/game) prior to a game the participant will miss a portion of the next game and the amount of time missed will be up to the coaches discretion.

ELECTRONIC DEVICES

Personal Electronic Devices are allowed to be used for Extracurricular activities at the coaches discretion and parent has signed the Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form. Parents and students understand that locker rooms **or** not monitored or secure and the school is not liable for lost or stolen items.

AWARDS

1. A first-year participant in any sport or cheerleading will receive an "MP" emblem.
2. For each additional year, the student will receive a pin and certificate of recognition.
3. Scholastic Bowl & Speech participants will receive a pin and certificate of recognition.

CONCESSION FEE

Parents with students participating in extra-curricular activities will be charged a \$30.00 fee by the Community Club. It will be collected at the Parent Orientation Meeting held before each activity's season. Students will not be allowed to participate if the fee has not been paid. A member of the family of a participant must sign up for a day(s) and time(s) to work in the concession stand. If a member of the family chooses not to sign up to work the concession stand, they automatically forfeit their \$30.00. When a family member does fulfill their obligation to work the concession stand on the chosen day(s) and time (s) their \$30.00 will be returned to them. A volunteer who fills in on the day a family member is a no show they will receive \$30.00 for covering that position.

DIRECTIONS TO AREA SCHOOLS.

Cornell Dist. #426 - 303 N Seventh St., Cornell, Ph. # 815-358-2216

Directions: Take N 32nd Rd east to Stavanger, E 29th Rd. Turn right onto E 29th Rd. Continue down and through Seneca. Continue south, bear a right at N 17th Rd. Turn left and head toward E 27th Rd. Continue on N 1500 Rd E. Turn right and head toward E 2500 Rd. N. Turn right at E 2500 Rd N. Continue on Main St. Turn right at N 7th St.

Cross Lutheran - 8609 State Route 47, Yorkville

Directions: Take N. 32nd Rd East to E 29th Rd, turn right heading South. Turn left on N. 30th Rd, heading East. Turn left and get on Roue 80 East toward Joliet. Take Exit 112 at Morris/Yorkville. Turn left - heading North on 47 to Yorkville.

Grand Ridge Dist. #95 - 400 E Main Street, Grand Ridge, Ph. # 815-249-6225

Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Stay on Rt. 23 through Ottawa and south to Grand Ridge, school is on your left.

Harding - 1643 N 40th Rd, Earlville, Ph.# 815-792-8216

Directions: Take N 32nd Rd west to E 27th Rd. Turn right go to 3650th Rd and turn left. Continue to Rt. 71 and turn right, heading north. Turn left on Sheridan Rd. Turn left on Rt 52 continue to Rt. 23 turn right. Go to N 40th Rd and turn left.

ICS, Immaculate Conception School- 505 E North Street, Morris, Ph. #815-942-4111

Directions: Take N 32nd Rd East to Stavanger, E 29th Rd. Turn right onto E 29th Rd. Turn left on N 30th Rd into Morris. Turn right on Rt. 47 / Division Street. Turn left on North Street. The School is on your right.

Lincoln Jr. High School - 1165 St. Vincent Ave., LaSalle. Ph 815-223-0786

Directions: take N 32Rd west to E 24 Rd and turn left. Take Rt. 80 West to Exit 77 for IL-351 toward LaSalle. Continue onto IL-351 S/St Vincent Ave. School is on your right.

Lisbon Elementary School - 127 S. Canal Street, Newark

Directions: Take N. 32nd Rd. East to E. 29th Rd., turn left heading North to N. 35th Rd., which becomes Minooka Rd. (5.9 miles) Turn left onto Saratoga Rd. which becomes Lisbon Rd (2.0 miles) which becomes S. Canal Street (0.4 miles).

Marquette Academy - 1000 Paul Street, Ottawa, Ph. # 815-433-0125

Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Turn left heading south to downtown Ottawa. Turn left on Champlain Street. Turn right on E Superior Street. Turn left on Paul Street.

Marquette Academy - Soccer Field - 828 Norris Drive, Ottawa

Directions: Take N. 32nd Rd. West to E. 24th Rd., turn left and take to Rt. 80. Head West on Rt. 80 to IL 71 exit - Turn left heading down into Ottawa. It is in front of the Ottawa Swimming Pool.

Marquette Academy - Volleyball - 1110 LaSalle St., Ottawa

Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Turn left heading south to downtown Ottawa. Continue down Rt. 6/Norris Drive to Route 23/IL 71. Turn left at the light and follow LaSalle Street, just over the Canal, at the light on the left.

Marseilles Dist. #150 - 201 Chicago Street, Marseilles, Ph. #815-795-2428

Directions: Take N 32nd Rd west to E 24th Rd and turn left. Continue south until reaching the four way stop at Route 6 and Main Street turn left on E Bluff Street, turn right (south) on Chicago Street school is on your left.

Mazon-Verona-Kinsman Elementary – 513 8th St. Mazon, Ph# 815-448-2471

Directions: Take N. 32nd Rd East, turn right on E 29th Rd. Continue south through Seneca. Turn left onto N. 21st Rd, Continue onto Co. Rd. 3000 S/W Grand Ridge Rd. Continue onto North St. Turn right onto 8th St.

Minooka Jr. High School - 333 McEvelly Rd, Minooka

Directions: Take N. 32nd Rd East to E. 29th Rd, turn right heading South. Turn left on N. 30th Rd., heading East. Turn left and get on Route 80 East toward Joliet. Take Exit 122 toward Minooka. Turn right on N. Ridge Road. Turn left onto McEvelly Road.

Newark - Millbrook Elementary School - 8200-8299 Fox River Drive, Newark

Directions: Take N. 32nd Rd. East to E. 29th Rd., turn left heading North. Turn right onto US 52. Turn left onto E. 30th Rd/CountyLine Road. Turn right onto IL71. Turn left onto Millbrook Road. Turn left onto Fox River Drive.

Odell Grade School – 203 N E Street, Odell

Directions: Take N 32nd Rd. East, turn right on E. 29th Rd. Continue onto IL-170 S. Turn left onto E2600 N. Rd. Continue onto E. Prairie St. Turn Right onto N. Wabash St. Slight right onto N. East St.

Oglesby Washington Dist. #125 - 212 W Walnut Street, Oglesby, Ph. # 815-883-3517

Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Moline/Rock Island, Rt. 39. Head south on Rt. 39. Take exit 54 to Oglesby. Turn left at W Walnut Street.

- Peru Parkside - 1800 Church Street, Peru
 Directions: Take N. 32nd Rd. West to E. 24th Rd. and turn left. Take Rt. 80 West to exit 79A to merge onto I39 S/US-51 S. Take exit 57 for US-6 toward Ottawa/LaSalle. Turn right onto US-6 W. Turn Left onto Joliet Street. Take the 1st right onto 4th St.
- Ransom Dist. #65 - 400 S Lane Street, Ransom, Ph. # 815-586-4611
 Directions: Take N 32nd Rd east to Stavanger, E 29th Rd. Turn right onto E 29th Rd. Continue down and through Seneca. Continue south, bear a right at N 17th Rd. Turn left and head toward E 27th Rd, Bear left at e 27th Rd. Turn Right at Plumb St. Turn left at S. Cartier St. and then right on Thomas St.
- Rutland Dist. - 3231 EIL Rt. 71, Ottawa, Ph. # 815-433-2322
 Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 71 exit - Turn north on Rt. 71. School is on your left.
- Seneca, South Campus - 410 S Main Street, Seneca, Ph.# 815-357-8744
 Directions: Take N 32nd Rd east to Stavanger, E 29th Rd. Turn right onto E 29th Rd. Continue down through Seneca, the school is on your left just before you go over the Illinois River Bridge.
- Serena Unit 2 Elementary - Serena
 Directions: Take N. 32nd Rd. East to E. 29th Rd., turn left heading North. Turn left on US 52. Turn right on Jefferson St. Turn left onto N. 3806th Rd.
- Shephard Jr. High – 701 E. McKinley Rd, Ottawa, Ph.# 815-434-7925
 Directions: Take N. 32nd Rd. west to E. 24th Rd, and turn left. Take Rt. 80 West to Ottawa, Rt 23 exit. Stay on Rt.23 through Ottawa, turn left on East McKinley Rd.
- St. Anthony's - 410 S Park Street, Streator, Ph.# 815-672-3847
 Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Stay on Rt. 23 through Ottawa, through Grand Ridge. Once you reach Streator, turn left on E Lundy St. Turn left on S Park St.
- St. Francis - 820 Sanger Street, Ottawa, Ph.# 815-433-1198
 Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Turn left heading south to downtown Ottawa. Turn right on Lafayette Street. Turn left on Sanger. Gym is on your left.
- Streator Woodland, Dist. # 5 - 5800 E 3000 N Road, Streator, Ph. # 815-672-5974
 Directions: Take N 32nd Rd west to E 24th Rd and rum left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Stay on Rt. 23 through Ottawa, through Grand Ridge. Continue south through Streator until you reach E 3000 Rd, turn left.
- Tonica Dist. #79 - E Wauponsi Street, Tonica, Ph. # 815-442-3420
 Directions: Take N 32nd Rd West to E 24th Rd and turn left. Take Rt. 80 West to Moline/Rock Island, Rt. 39. Head south on Rt. 39. Take exit 48 to Tonica. Bear left onto the ramp to Tonica. Turn left at N 20th Rd. Turn right at N 1st Street. Turn left at Wauponsi Street.
- Trinity Catholic Academy - 650 4th Street, LaSalle
 Directions: Take N. 32nd Rd. West to E. 24th Rd. and turn left. Take Rt. 80 West to exit 75 toward Mendota/LaSalle-Peru. Turn left onto IL-251 South. Turn right on Shooting Park Road. Turn left on Church Street.
- Wallace - 1463 N 33rd Rd, Ottawa, Ph.# 815-433-2986
 Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Ottawa, Rt. 23 exit. Turn right on to Rt. 23, north. Go to N 33rd Rd and turn left. School is on your right.
- Waltham Dist. - **2902 IL RT. 178**, Utica, Ph.# 815-667-4417
 Directions: Take N 32nd Rd west to E 24th Rd and turn left. Take Rt. 80 West to Utica exit 81. Turn left on IL-178, continue south to Utica. **School is on your left before entering town.**

PARENTAL INVOLVEMENT

HELPING YOUR CHILD

By working together with the school, parents can optimize the educational opportunities of their children. A few suggestions follow:

1. Take an active interest in your children's educational activities. Ask questions about school and discuss the importance of learning.
2. Avoid speaking about school or school employees in negative terms in front of your children. Their impressions often make difficult situations even worse. If you feel there are problems, contact the faculty member involved.
3. Set aside a time and place for your children to do homework. Help them when you can, but avoid completing assignments for them.
4. Encourage your children to read in any way you can.
5. Encourage your children when they do well. Hanging good papers on a bulletin board or refrigerator will make your children feel proud of their accomplishments.
6. Encourage your children when they are experiencing difficulties. Developing a positive self-concept is vitally important.
7. Take advantage of learning opportunities that arise every day.

COMMUNITY CLUB

The Community Club is an organization that serves as a support group, providing financial assistance for various school projects and social activities for students and community. All parents and other interested community members are encouraged to participate actively in the organization and to attend each of the programs approved by the School Board and sponsored by the Community Club. Your involvement in school activities is not only very important to your child(ren) but it is equally important to the Board of Education, faculty and staff at Milton Pope. This is a community school and we appreciate your interest and input. All Community Club projects involving students come under the discipline jurisdiction of the school. All school rules will be enforced and additional specific discipline guidelines will be developed by the Principal as needed for individual Community Club projects.

Community Club meetings are held the second Monday of each month of August through May at 6:30 P.M. at the school. Community Club Officers:

President	Vice President
Treasurer	Secretary
Ways & Means/Market Day	Hospitality Chairperson
Public Relations	Concession Coordinator
Event Coordinator	

SCHOOL RECORDS

SCHOOL RECORDS

It is the policy of the Board of Education to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the school district.

Any person requesting records of Milton Pope School may make such a request either in person or in writing at the District office located at Milton Pope School (3197 E 28th Rd, Marseilles, IL 61341). The request should be made to the District secretary, or if she is not present, the Superintendent. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. The fees for copies of records are \$.20 per page and \$.20 per certificate for certified copies. These reflect the actual cost per copy.

All searching for and copying of records will be completed by District employees. Access to the school's records may not be abused by persons or firms wishing to further a commercial enterprise. Board policy and administrative rules and a catalog of District records are available in the District office.

STUDENT RECORDS DEFINITIONS

"Act" means the Illinois School Students Records Act (105ILCS 10/1 et. seq.) "Student Permanent Record" means and shall consist of:

1. Basic identifying information, including student's and parent's names, addresses, birth date, birthplace, and gender.
2. Academic transcript including grades, class rank, graduation date, grade level achieved and scores of ISAT and standardized tests.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information, and may also consist of:
 - A. Honors and awards received; and
 - B. Information concerning participation in school-sponsored activities, or office held in school-sponsored organizations.

No other information shall be placed in the student permanent record.

"Student Temporary Record"

1. Means and shall include a record of release of temporary record information, and all information not required to be in the student permanent record, which may include:
2. Family background information;
3. Intelligence test scores, group and individual;
4. Aptitude test scores;
5. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;
6. Elementary achievement level tests results;
7. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
8. Honors and awards received;

9. Teacher anecdotal records;
10. Disciplinary information;
11. Special education files including the report of the multi disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
12. Any verified reports of information from non-educational persons, agencies or organizations; and
13. Other verified information of clear reference to the education of the student.

INSPECT & COPY

The student's parent(s) shall have the right to inspect and copy permanent and temporary records. The cost of copies will be \$.20 per page.

ACCESS & RELEASE

The student's parent(s) retain the right to control access and release of school student records and the right to request a copy of information released as specified by law.

EMERGENCY RELEASE OF INFORMATION

- A) Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.
- B) Factors to be considered in determining whether records should be released pursuant to this paragraph include:
 - 1) The seriousness of the threat to the health or safety of the student or other persons;
 - 2) The need for such records to meet the emergency;
 - 3) Whether the persons to whom such records are released are in position to deal with the emergency;
 - 4) The extent to which time is of the essence in dealing with the emergency.
- C) The requirements and criteria for release of information pursuant to this section are to be strictly constituted.

RELEASE OF INFORMATION

- A) Except as otherwise provided by the law, the records of a student shall be transferred by the records custodian of a school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred, and given opportunity to inspect, copy, and challenge such information. If the address of the parent is unknown, notice may be served upon the records custodian of the requesting school for transmittal to parents. Such service, if the parents make no objection, the records may be transferred to the requesting school.
- B) The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access, provided that:

- 1) Such person shall provide the school with appropriate identification and copy of the statute authorizing such access.
 - 2) The parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
- C) The school shall grant access to, or release information from, school student records without parental consent or notification:
- 1) To an employee or official of the school or school district state board of education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest:
 - 2) To any person for the purpose of research, statistical reporting, or planning, provided that:
 - a) The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records; and
 - b) No student or parent can be identified from the information released:
 - 3) Pursuant to a court order. (105 ILCS 10/6 sec.6)
- D) Any release of information other than specified in subsections (a) through © of this Section required the prior, specified, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall inform the parents of the following rights:
- 1) To inspect and copy such records;
 - 2) To challenge the consents of such records; and,
 - 3) To limit any such consent to designated records or designate portions of information within the records.

CHALLENGE PROCEDURES

- A) Parents shall be notified of their right to a hearing to challenge an entry exclusive of grades in the school's student records on the basis of:
 - 1) accuracy;
 - 2) relevance; or,
 - 3) propriety.
- B) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- C) Each school shall establish administrative procedures for parents to challenge the contents of student records. Such procedures shall include:
 - 1) An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
 - 2) If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
 - a) A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.

- b) The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer notify parents and school officials of the time of hearing.
- c) At the hearing, each party shall have the rights outlined in (105ILCS 10/7)
- d) A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
- e) The written decision of the hearing officer shall be transmitted to the parents and the school district, no later than 10 school days after the conclusion of the hearing. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - 1) To retain the challenged contents of the student record;
 - 2) To remove the challenged contents of the student record; or,
 - 3) To change, clarify or add to the challenged contents of the student record.
- f) Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and records to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special educational personnel:
 - 1) Who were not authors of the entry, and
 - 2) Whose special education skills are relevant to the subject(s) of the entry in question.
- g) The school shall be responsible for implementing the decision of the Superintendent of the Education Service Region

RECORDS DESTRUCTION

Following graduation, transfer, or permanent withdrawal of a student from the school, permanent records will be maintained for sixty (60) years and temporary records for not more than five (5) years. The annual review and destruction of records will be conducted during the summer. The student's parent(s) shall have the right to copy any school student record or information contained therein proposed to be destroyed or deleted.

DIRECTORY INFORMATION

- A) Information that may be designated as directory information shall be limited to:
- 1) Identifying information: name, address, gender, grade level, birth date and birthplace and parent's name and addresses;
 - 2) Academic awards, degrees and honors;
 - 3) Information in relation to school-sponsored activities, organizations and athletics; and
 - 4) Period of attendance in the school.
- B) "Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. Prior to the release of directory information, school districts must notify affected parents in writing. The notification must include the following date of notification, parent's names, name of student, directory information to be released and the scheduled date of release.

NOTICE TO PARENTS

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 any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or this Part.

FERPA (Family Education Rights and Privacy Act of 1974) mandates that school must generally obtain written permission from parents or eligible students in order to release a student's personal identifiable information. There are a few exceptions regarding who may receive records without written permission. These exceptions include request from schools to which a student is transferring and cases of 'directory information', defined as "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed," such as name, address, telephone number and date of birth.

In the case of directory information, the parents of eligible students must be notified of the proposed release of said information and given time to request their information not be disclosed. Social Security numbers and student identification numbers are not included in the category of 'directory information' and may never be released without written permission.

SCHOOL CALENDAR 2020 - 2021

AUG	10 Community Club Meeting 6:30 PM	JAN	1 No School - Winter Break
	18 No School - Teachers Institute		4 School Resumes
	19 No School - Teachers Institute		11 Community Club Meeting 6:30 PM
	19 Meet & Greet 6:00 - 7:00 PM		18 No School - Martin Luther King Jr. Day
	19 School Board Meeting 7:00 PM		20 School Board Meeting 6:30 PM
	20 First Student Day - Dismissal 11:30 A.M.		29 Mid Term
SEPT	7 No School - Labor Day	FEB	5 Mid-Winter Extra Curricular Pictures
	14 Community Club Meeting 6:30 PM		8 Community Club Meeting 6:30 PM
	16 School Board Meeting 6:30 PM		11 11:30 Dismissal - School Improvement Day
	18 Mid Term		12 No School - Lincoln's Birthday
	22 Student Pictures		17 School Board Meeting 6:30 PM
	22 Fall Extra Curricular Pictures	MAR	? Spring Book Fair
	25 11:30 Dismissal - School Improvement Day		8 Community Club Meeting 6:30 PM
OCT	9 No School - County Wide Institute		12 End of Third Nine Weeks
	12 No School - Columbus Day		17 School Board Meeting 6:30 PM
	16 End of the First Nine Weeks		26 2:00 Dismissal - Spring Break Begins
	19 Community Club Meeting 6:30 PM	29 -	31 No School - Spring Break
	21 School Board Meeting 6:30 PM	APRIL	1 - 5 No School - Spring Break
	? Fall Book Fair		6 Spring Extra Curricular Pictures
	22 Dismissal 11:30 AM for P/T Conferences 12:30 - 3:30		12 Community Club Meeting 6:30 PM
	23 No School - P/T Conferences 1:00 - 8:00 PM		16 Mid Term
NOV	1 Student Picture Retakes		21 Kindergarten Pre Registration 5:00 - 6:00 PM
	4 Winter Extra Curricular Pictures	MAY	21 School Board Meeting 6:30 PM
	9 Community Club Meeting 6:30 PM		10 Community Club Meeting 6:30 PM
	13 Mid Term		12 Spring Music Concert
	18 School Board Meeting 6:30 PM		19 School Board Meeting 6:30 PM
	24 ... 2:00 Dismissal Thanksgiving Break Begins		20 Early Dismissal - 2:00 P.M.
25 -	27 No School - Thanksgiving Break		20 8th Grade Graduation
DEC	8 Holiday Music Program		26 No School - Teacher Institute
	14 Community Club Meeting 6:30 PM		27 Last Day * - Report Cards Issued (8:20 - 11:30 AM)
	16 School Board Meeting 6:30 PM		? = Dates are undecided at this time.
	18 End Of The Second Nine Weeks		
	18 2:00 Dismissal Winter Break Begins		
21 -	31 No School - Winter Break		

Aug. 21 - Sept. 4 School will dismiss at 2:00 PM

Regular School Day Bell 8:20 A.M. - 3:00 P.M.

Arrival after 8:25 A.M. is considered tardy.

*** EMERGENCY DAYS used if school is closed due to an emergency.**

EMERGENCY DAYS - June 1 - 5

(Dates & Activites are subject to change)

1/29/20

MILTON POPE ELEMENTARY

Calendar 2020 - 2021

August 2020

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	0
10	11	12	13	14	0
17	TI	TI	SIP	21	2
24	25	26	27	28	5
31					1
Total					8

8

September 2020

Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
HOL	8	9	AD	11	4
14	15	16	AD	18	5
21	22	23	AD	25	5
28	29	30			3
Total					21

29

October 2020

Mon	Tue	Wed	Thu	Fri	Total
			AD	2	2
5	6	7	AD	TI	4
HOL	13	14	AD	16	4
19	20	21	H P/T	P/T	4
26	27	28	AD	30	5
Total					19

48

November 2020

Mon	Tue	Wed	Thu	Fri	Total
2	3	4	AD	6	5
9	10	11	AD	13	5
16	17	18	AD	20	5
23	24	NIA	HOL	NIA	2
30					1
Total					18

66

December 2020

Mon	Tue	Wed	Thu	Fri	Total
	1	2	AD	4	4
7	8	9	AD	11	5
14	15	16	AD	18	5
NIA	NIA	NIA	NIA	HOL	0
NIA	NIA	NIA	NIA		0
Total					14

80

January 2021

Mon	Tue	Wed	Thu	Fri	Total
				HOL	0
4	5	6	AD	8	5
11	12	13	AD	15	5
HOL	19	20	AD	22	4
25	26	27	AD	29	5
Total					19

99

February 2021

Mon	Tue	Wed	Thu	Fri	Total
1	2	3	AD	5	5
8	9	10	SIP	HOL	4
15	16	17	AD	19	5
22	23	24	AD	26	5
Total					19

118

March 2021

Mon	Tue	Wed	Thu	Fri	Total
1	2	3	AD	5	5
8	9	10	AD	12	5
15	16	17	AD	19	5
22	23	24	AD	26	5
NIA	NIA	NIA			0
Total					20

138

April 2021

Mon	Tue	Wed	Thu	Fri	Total
			Thu	NIA	0
NIA	6	7	AD	9	4
12	13	14	AD	16	5
19	20	21	AD	23	5
26	27	28	AD	30	5
Total					19

157

May 2021

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	AD	7	5
10	11	12	AD	14	5
17	18	19	AD	21	5
24	25	TI	XHS	XED	3
HOL					0
Total					18

175

June 2021

Mon	Tue	Wed	Thu	Fri	Total
	XED	XED	XED	XED	0
7	8	9	10	11	0
14	15	16	17	18	0
21	22	23	24	25	0
28	29	30			0
Total					0

School begins **August 20, 2020 (11:30 Dismissal)**
 School ends **May 27, 2021** with no emergency days
 School ends **June 4, 2021** with use of 5 emergency days

School Day Begins at 8:20 AM
 School Day Ends at 3:00 PM
 Arrival after 8:25 AM is considered tardy.

Aug. 21 - Sept. 4 School will dismiss at 2:00 PM

AD Articulation Day (2:30 Dismissal, Thursdays)
 TI Teacher Institute
 SIP School Improvement (11:30 Dismissal)
 H P/T Half Day Attendance / Half Day P/T Conferences
 PT Parent Teacher Conference
 N/A Not in Attendance
 HOL Holiday
 XED Emergency Days

Legal Public School Holidays

Labor Day	Sept. 7, 2020
Columbus Day	Oct. 12, 2020
Veterans Day	Nov. 11, 2019 (waived)
Thanksgiving Day	Nov. 26, 2020
Christmas Day	Dec. 25, 2020
New Year's Day	Jan. 1, 2021
M.L. King's Birthday	Jan. 18, 2021
Lincoln's Birthday	Feb. 12, 2021 (waived)
President's Day	Feb. 15, 2021 (waived)
Casmir Pulaski Day	Mar. 1, 2021 (waived)
Memorial Day	May 31, 2021

Miller Township Community Consolidated School District 210

Milton Pope School
3197 E. 28th Road
Marseilles, IL 61341
815-357-8151
www.miltonpope.net