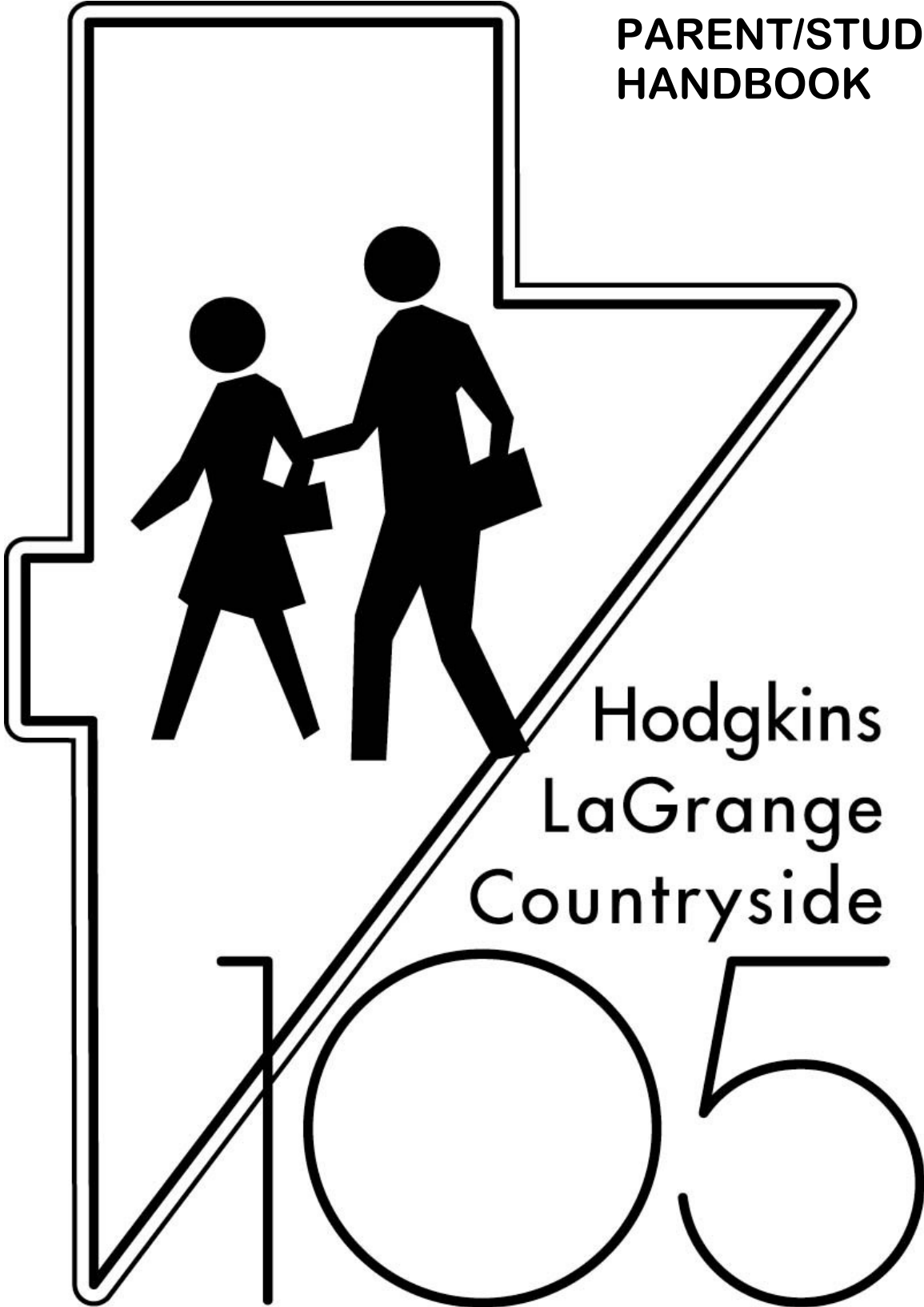


PARENT/STUDENT
HANDBOOK



Hodgkins
LaGrange
Countryside



August, 2008

Dear Parents:

Illinois law requires school districts to establish an Advisory Committee to assist in the development of guidelines for policies relating to student discipline and the dispensing of medication. Mr. Edmond Hood, Gurrie Middle School Principal, chairs this committee.

This booklet provides information to students, parents, and staff concerning Board of Education policies, rules and regulations regarding discipline and health requirements, and general information.

Please review this information carefully and contact your building principal if you have any questions.

Thank you for your continued interest in and support of your child's education in District 105.

Sincerely,

Glenn T. Schlichting, Ph.D.
Superintendent of Schools

MISSION STATEMENT

District 105 exists to provide a safe, supportive, and engaging learning environment in which students develop the foundation to pursue their interests, talents, and dreams.

POLICIES

School District Philosophy

1.3

Instruction

The instruction of pupils shall provide for the development of each individual to the maximum of his capabilities. The organization of the schools and the program of instruction shall include provisions for meeting individual differences among pupils, and, to the degree possible, courses of study and uniform standards of achievement shall be secondary to the needs of the child.

Emphasis shall be placed upon preparing pupils to live in a modern society and to contribute to the solution of its problems. To this end, critical thinking, problem-solving, self-direction, and rights and responsibilities in a democratic society shall be emphasized in a manner appropriate for the age and maturity of the child.

In addition to the acquisition of basic skills and knowledge, instruction shall support the development of the individual's physical, moral, social, emotional, and artistic capabilities, understandings and values. Instruction in the schools of the district shall have as a major objective to bring to all pupils an understanding of the differences and similarities of the races, sensitivity to and acceptance of minority groups, and accurate information regarding the history and development of all peoples.

Home and Community

The schools shall recognize the major contribution of the home and the community in the education of children, and they shall respect the responsibility of parents for the development of their children as well as the parents' legal and customary prerogatives. However, the schools shall exercise the authority vested in them by law and custom and shall assume the responsibility for what transpires while the child is in their care.

The schools shall attempt to know and to cooperate with those social agencies whose activities are related to children. As the major institution devoted to the education and development of youth, the schools shall attempt to provide leadership in the development of a sound and viable relationship between community organizations and agencies and the youth of the community. The public, after proceeding through normal administrative channels, is encouraged to convey their views on any school matter to the school board if their concerns are not resolved at the administrative level.

Discipline

One of the ultimate objectives of education is effective citizenship. In developing effective citizens, the schools will prepare students to carry on the values of the society and to build on and modify them to bring about improvements in society. To realize this goal, the best possible learning environment must be provided for the educational welfare of all who attend the schools. Effective discipline, one vital element in achieving this kind of environment, is the product of relevancy of program and mutual respect among students, parents, and staff members.

Since an effective citizen in a democracy is a self-disciplined person, the long-range goal of all discipline must be self-discipline. Good discipline begins with the earliest training in the home, and it extends into the school and community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school,

and the community. Some do not, however, and it will be necessary for school officials to discipline those students who, lacking self-discipline, interfere with the learning environment of the classroom or school. Any conduct disruptive of a good learning environment cannot be tolerated.

Reasonable rules and regulations, developed and enforced by principals, teachers, and students, are necessary for the orderly operation of the schools, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. School officials will discipline appropriately all pupils who do not conduct themselves in accordance with the rules and regulations established and who thus hinder the normal progress of other pupils. It is expected, however, that in dealing with offenders, school officials will carefully scrutinize the needs of the offenders and the reasons for their actions so that all discipline can be kept on a constructive basis.

The rights of students must be continually respected and protected, but the rights of students do not, as our highest courts have repeatedly held, permit the disruption of the normal operation of the school, or interference with the lawful rights of others.

The Board of Education, acting through the Superintendent, holds all school officials and personnel responsible for the control and conduct of students while legally under the supervision of the school. It will support all personnel operating within the framework and spirit of this policy. The Board of Education directs the administration to prepare necessary rules and regulations implementing this policy.

Corporal punishment of pupils by any employee of the district is prohibited.

Personnel

The professional nature of the teaching task and the knowledge and understanding of the teaching staff in the areas of educational objectives, curriculum, instructional practices, and evaluation of the educational program shall be recognized and respected. However, the Board of Education shall continuously carry out its responsibility as the elected body charged with determining the scope of services and the general objectives of the schools in conformity with legislative enactments and the board's interpretation of the needs and desires of the community. The board shall recognize the right of all employees of the school system to take part in appropriate organizational structures. Such recognition shall not deny the board its authority for the operation of the school system. The staff, after proceeding through normal administrative channels, is encouraged to convey their views on any school matter to the school board if their concerns are not resolved at the administrative level.

Administration

The execution of Board Policy and the administration of the school system shall be the responsibility of the Superintendent and the administrative staff. To this end, there shall be a continuous effort on the part of the Administration and the Board to improve and refine the policies of the school system, to develop clear and precise administrative and operational procedures, and to provide means by which the board can direct the operation of the schools in accordance with its legal responsibilities and prerogatives.

It shall be recognized that the distinction between policy making and administration is not easily made, that constant attention to the clarification of the working arrangement between the board and its ad-

ministration is required, and that lay control of a professional operation requires a high degree of cooperation and understanding.

Prohibition of Tobacco on School Property

4.10.1

It is the policy of School District 105 that the use of tobacco is prohibited on school property. This prohibition shall apply to students, personnel, and members of the public entering onto school property.

The term “tobacco” shall include cigarettes, cigars and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco which is intended to be placed in the mouth without being smoked.

Legal Reference: 105 ILCS 5/10-20.5b

Administering Medicines to Students

7.270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours 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/guardian. 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/guardian has completed and signed a “School Medication Authorization Form.” The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Acceptable Use of District Computers and Use of District Means of
Access to the Internet

LaGrange School District 105

Statement of Philosophy

LaGrange School District 105 believes that the Internet offers new resources and opportunities for learning and preparing our students for the future. In a world where information is doubling about every 18 months, it is vital that students have new “information-management skills.” Students will need to find information, research problems, and develop solutions in different ways, using information sources on a worldwide basis.

Using the Internet effectively can enhance and enrich the classroom experience. Time and distance constraints disappear on the Internet. Educational files and electronic mail from countries across the globe can arrive in minutes. Contacts with other people worldwide can only lead to greater understanding of self and others.

Explanation

The Internet is a worldwide collection of computer networks that are linked together via high speed telephone lines so that many users can share their vast resources. The Internet is fast information for education, business, government, and leisure. This high level of connectivity promotes an invaluable scope of communication, collaboration, resource sharing, and information access. Because of the vast quantity of information available, students need to learn and use on-line database search skills. They must be able to find keywords presented in a research problem and put them together in such a way as to obtain the needed information.

The major applications available on the Internet include: E-mail, remote login, and file exchange. *E-mail* (electronic mail) allows communication with anyone, anywhere, anytime. *Remote login* is the ability of a computer user in one location to establish an on-line connection with another computer elsewhere. Once a connection is established with a remote computer, the user can use that remote system as if their computer were a part of that system. *File exchange* is the ability to send and retrieve files containing documents, pictures, movies, sounds, and programs. Tools such as Gopher, WAIS (Wide Area Information-nation Services), and World Wide Web make information on the Internet easier to access.

Acceptable Use

The educational purpose of the Internet is to assist the gathering and exchanging of information. The use of the Internet is a privilege, not a right. The use of the Internet must be in support of and consistent with the educational objectives of the district and generally accepted rules of network etiquette. System administrators may deny or limit access to the Internet at any time.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, illegal activities, copyrighted material, threatening or obscene material, or materials protected by trade secret. Electronic mail is not guaranteed to be private. Messages relating to, or in support of, inappropriate activities will be reported to the relevant authorities. Students consent to monitoring and inspection by school staff and administration of all use of District computers, including any and all electronic mail communications made or attempted to be made or received by students, and all material downloaded by students.

Security

Security on any computer system is a high priority. Only authorized accounts may be used.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy any part of the network, including the data of any other user.

Appropriate Uses (“Netiquette”)

- Be polite
- Use appropriate language
- Keep personal address and phone numbers confidential
- Use the network in a manner that is consistent with the school’s code of conduct
- Use time efficiently
- Plan ahead

Inappropriate Uses (“Internots”)

- Unauthorized use of the network
- Using the network for commercial advertising
- Using copyrighted material in reports without permission
- Using the network for political lobbying
- Using the network to access/send/receive data that is racist, sexist, inflammatory, abusive, obscene, vulgar, threatening, or in any way inconsistent with our schools’ discipline policies
- Using the network with false representation
- User
- Intent
- Using the network to harm, modify, or destroy the data of other users
- Using the network to annoy or cause anxiety to other users
- Using the network in such a manner which disrupts access rights of other users
- Using the network to reveal personal address or phone numbers of oneself or other users

- Using the network with an unauthorized account
- Using the network to gain unauthorized access to other machines accessible via telecommunications
- Using the network to intentionally send/receive embedded messages
- Using a network to engage in behavior that could be considered bullying as defined in Policy 9.4.1

Discipline

9.4

Parent-Teacher Advisory Committee

The Board of Education shall establish and maintain a parent/teacher advisory committee to assist in the development and annual review of student discipline policies and procedures. The school board shall:

- A. In consultation with its parent/teacher advisory committee and other community-based organizations, include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including, without limitation, bullying. These provisions must include procedures for notifying parents or legal guardians, and early intervention procedures based upon available community-based and district resources.
- B. Furnish a copy of its local discipline policies and procedures to parents and guardians of all students within 15 days after the beginning of the school year, or within 15 days after starting classes for a pupil who transfers into the school district during the school year.
- C. Require that each school inform its students of the existence of the policies and procedures annually.

The parent/teacher advisory committee shall:

- A. Review the use of behavioral interventions in schools, ensuring the dignity and privacy of students, emphasizing positive interventions, maintaining high professional standards, and advising the district regarding issues arising from the use of behavioral interventions.
- B. In cooperation with local law enforcement agencies, develop with the school board, policy guideline procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students.
- C. In cooperation with school bus personnel, develop with the school board, policy guideline procedures to establish and maintain school bus safety procedures.

Gross disobedience or misconduct will be grounds for disciplinary action. Such conduct may occur on school grounds, on a school bus or at a school function. Such conduct may also occur outside the school provided there is a direct relationship between the conduct and the school's educational function. Gross disobedience or misconduct shall include any conduct, behavior or activity which causes or may reasonably lead to substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior or activity or any other activity or behavior which may be prescribed by the school board from time to time:

- A. Insubordination to any school personnel which includes failure to follow directions or produce passes where issued.
- B. Possession of, use of, or distribution of any dangerous substance or weapon.
- C. Intimidating or attempting to intimidate students or school personnel. This includes bullying, or intimidation in any form or fashion. The use of cellular radio communications devices or electronic transmission of any type to engage in bullying behavior is prohibited.
- D. Fighting with or assaulting students or school personnel.
- E. Intentional damage to or destruction of school property, or property of students or school personnel.
- F. Verbal abuse or use of profanity or obscenity to students or school personnel.
- G. Endangering the physical or psychological well-being of the school population by acts such as:
 - 1. Improper release of a school fire alarm or tampering with fire extinguishers.
 - 2. Starting a fire in or to school property or attempting to do so.
 - 3. Setting off explosive devices in or to school property or attempting to do so.
- H. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
- I. Acts which directly or indirectly jeopardize the health, safety and welfare of students or school personnel.
- J. Stealing of school or personal property.
- K. Defacing of school or personal property.

- L. Use of or possession of dangerous drugs or chemicals, cigarettes and alcoholic beverages.
- M. Chronic tardiness to classes.
- N. Chronic failure to bring books and work materials to the classroom.
- O. Failure to observe bus regulations.
- P. Forging, falsifying, altering or illegally possessing school forms, cheating, plagiarizing, or otherwise claiming credit for work or ideas not their own.
- Q. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

Vandalism

9.4.2

Acts of vandalism against school property are viewed as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents, school staff, and appropriate community officials to determine the causes. Accordingly, the school principal shall take such steps as are necessary to identify the students involved, to call together persons, including parents, needed to study the causes, to advise regarding the appropriate disciplinary action, and to assess costs against the student and the parents. Constructive action shall be taken to guard against further student misbehavior.

Disciplinary Actions

9.4.3

- A. Summary Action - This measure is to be taken with most first offenders and with minor offenses. Depending upon the act, disciplinary measures may include reprimand by the homeroom teacher, detention after school, or a referral to the principal for reprimand.
- B. Referral to Pupil Services Personnel - This measure would place the student in contact with the district's Pupil Personnel Services, e.g. social worker, special education, or personnel from an outside agency such as private counseling, police, or community youth support groups. Incidents of bullying require that the offender's parent or guardian be notified by the principal or designee and that the student be referred to appropriate school personnel.
- C. Suspension - This measure would be used for major offenses or repeated minor offenses.
- D. Suspension with Recommendation for Expulsion - This measure would be used in dealing with severe or repetitive acts that are in the judgment of school authorities so extreme that the continued presence of the student would be disruptive or dangerous.

Note: In dealing with problems for which suspension is a disciplinary action indicated, the school administrator may at any time take a lesser summary action based on the severity or frequency of the problem.

E. Corporal Punishment of pupils by any employee of the district is prohibited.

Anti-hazing Policy

9.4.3.1

Definitions

Hazing is defined as the physical, verbal, or emotional abuse, humiliation, intimidation, or degradation of one or more students by another student or a group of students. It includes any act or situation which endangers the mental, emotional or physical health, well being or safety of a student; any act or situation which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition for continued participation in any organization, activity or event; any act or situation that is of a brutal or demeaning physical nature; or any act or situation which adversely affects the mental, emotional or physical health or dignity of a student.

Examples of hazing include, but are not limited to: whipping; beating; forced calisthenics; forced exposure to the elements; forced consumption of any food, liquor, drug or other substance; mental stress, including but not limited to sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or adversely affect the mental, emotional or physical health or dignity of a student, including but not limited to required wearing of costumes, kidnappings, blindfolding, required performance of personal services, and anything that tends to diminish the self-esteem or dignity of an individual.

Prohibition

All hazing of any student by any group or individual, formal or informal, in either privately sponsored organizations that have a nexus with the school, activities or events, or public school sponsored student organizations, activities or events, is strictly prohibited. Students violating this policy will be subject to disciplinary procedures up to and including expulsion.

Reporting Procedures

Students who believe they have been victims of hazing may report it to the principal, teacher, social worker or counselor. If the student reports to a teacher, social worker or counselor that individual shall report it to the principal, who shall investigate the report. A student who reports an incident shall suffer no disciplinary consequence for making a good faith report.

General

- A. Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended or expelled may be denied the right to make up work missed as a result of such suspension or expulsion.
- B. Authority to suspend a student is delegated to the Superintendent and Principals.
- C. Suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed ten (10) school days by action of the Superintendent or the Principal.
- D. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, not longer than two (2) years by the Board of Education. Expulsion may be preceded by suspension.
- E. School personnel includes employees, teachers, administrators, school board members, school bus drivers, and other school district employees.

Procedure for Suspension

A. Pre-suspension Procedure

- 1. The Superintendent or Principal shall confer with the student who is under consideration for suspension. The student shall be adequately advised of the reasons for the proposed suspension, and asked for his version of the incident that gave rise to the proposed suspension.
- 2. If the student denies guilt, the student shall be advised as to the evidence upon which the suspension may be predicated.
- 3. The student shall be given an opportunity to respond to the evidence.
- 4. If the conference does not cause the charges to be dropped, the suspension procedure set forth below shall be followed.
- 5. The person conferring with the student shall make anecdotal record of the conference.
- 6. When, in the opinion of the persons empowered to suspend the student poses an immediate threat to students or school personnel or property or an ongoing threat of disruption of the educational process the student may be summarily removed from the school without following the pre-suspension procedure, in which event written or oral notification must be given within 48 hours requesting the student to attend a pre-suspension conference within that time if at all possible.

B. Notification

1. Immediately following the pre-suspension conference, if it results in a decision to suspend, the parents or guardian of the student and the student shall be advised of the decision to suspend by certified mail, return receipt requested:
 - a. The notice shall state the reasons for the suspension and the duration of the suspension.
 - b. The notice shall inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.
 - c. The request for review may be oral or in writing directed to the Superintendent's Office. In the event of an oral notification it shall be confirmed in writing by a letter to the parents or guardian.
2. The School Board shall be notified of each suspension by a notice sent to the Secretary of the School Board.
3. Where the suspension is ordered by a Principal a copy of the notice of suspension shall be immediately furnished to the Superintendent.

C. Suspension Review

1. If a request for review of the suspension is made by the students and parents or guardian, written notification of the time and place of such review shall be given to the parents or guardian by the Superintendent or the Board at least one (1) week prior to the review. The letter shall also set forth the review hearing procedure.
2. The review hearing shall be conducted by a hearing officer or by a School Board committee. If a hearing officer or committee of the Board conducts the review hearing, a written summary of the evidence heard shall be submitted to the full School Board.

D. School Board-Review of Contested Suspension

1. The review of a contested suspension shall be conducted by the School Board in executive session within thirty (30) days of the notice of suspension or the review hearing, whichever is later.
2. The School Board shall take such action as it deems appropriate including affirming or over-ruling the suspension.

3. The decision of the School Board shall be final and shall be made in public session except that the name of the student need not be announced.
4. If the Board shall determine that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused." The student shall be afforded every opportunity to make up all lost educational opportunities, including but not limited to test make-ups.
5. Written notification of the Board decision on the suspension review shall be mailed to the parents or guardian within 48 hours after the School Board meeting.

Expulsion Procedure

- A. If a student is to be recommended for expulsion, the Superintendent shall send a letter by certified mail, return receipt requested, to the parents or guardian of the student notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school the pre-suspension procedure must be followed.
- B. The Superintendent may elect after a suspension is initiated, the move to expel, in which event the suspension review shall be combined with the expulsion hearing.
- C. The notification of expulsion letter shall include:
 1. The reasons for the proposed expulsion.
 2. The time and place of the expulsion hearing which shall be at least one (1) week after the notification is sent.
 3. The hearing procedure.
- D. Expulsion hearings may be conducted by a hearing officer, by a School Board committee, a hearing committee or by the entire school board. If a hearing officer or committee of the Board conducts the hearing, a written summary of evidence shall be submitted to the School Board.
- E. The penalty imposed by the Board may be expulsion for a period of time up to two years.

Procedure for Suspension Review and Expulsion Hearings

- A. The hearing shall be held in executive session.
- B. The student may attend the hearing and may be represented.
- C. Presentation of evidence

1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.
 2. The student may present evidence to refute the charges either orally or in writing. The student shall be afforded an opportunity for cross-examination of the witnesses, if present, and an examination of any written evidence presented.
 3. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
 4. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
 5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
 6. There may be short closing arguments by the parties at the conclusion of the hearing.
 7. A motion to exclude witnesses may be made by either party.
- D. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

Follow-Up to Suspension or Expulsion

It is the responsibility of the student and the student's parents to see that the student is back in school upon expiration of the time limits of the suspension or expulsion.

Suspended or Expelled Students Seeking Transfers

9.4.4.1

- A. Suspension/expulsion for gun possession, drug possession, battery to staff member

If a student seeking to transfer into a District school has been suspended or expelled from any public or private school for one of the following reasons, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into a District school, the student shall not be permitted to transfer until the students has served the entire period of the suspension or expulsion imposed by the school from which the student is transferring.

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. Section 8921 *et seq.*);
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

B. Suspension/expulsion for other reasons

If a student seeking to transfer into a District school has been suspended or expelled from any public or private school for any other reason, the Board, at its discretion, may refuse the admission of the student to a District school until the student has completed the entire term of the suspension or expulsion. The Board may consider the nature of the offense and the severity of the offense for which the student was suspended or expelled from the public or private school, the entire disciplinary record of the child as well as any other factors the Board deems relevant when the Board is asked to allow a child to enroll before a suspension or expulsion has been completed.

C. Placement in alternative school program

The Board, at its discretion, may consider placement of a suspended or expelled student seeking to transfer into a District school in an alternative school program established under Article 13A of the Illinois School Code, if available, for the remainder of the suspension or expulsion.

LEG. REF.: 105 ILCS 5/2-13a; 105 ILCS 5/10-22.6; 105 ILCS 5/130A-0.5 *et seq.*; 20 U.S.C. Section 8921 *et seq.*

Notice of Policy on Student Discipline, Procedures, and School Rules
and Regulations

9.4.5

The Principal and staff of each school will develop a procedure that will ensure that each student and parent is made aware of the provisions of this Policy and Procedure, as well as rules and regulations specific to the school.

Removal From Class (Not More Than One Day)

9.4.6

A teacher may remove a student from class, when in the opinion of the teacher the student's behavior is disrupting the learning of other children or when the behavior is obviously unacceptable or in violation of Board Policies which govern the discipline of students at school.

In such case, the teacher shall notify the principal (or designee), or the teacher may send the student to the principal (or designee) with a note stating the reason that the student should be removed from the class with an explanation.

If the reason for exclusion is due to disruptive behavior, prior to exclusion the teacher will state to the student what he/she is doing that is unacceptable and the teacher will provide advance warnings to the student to allow the student ample opportunity to avoid exclusion. If the reason for exclusion is due to something more complex (a student striking another, for example), no warning of impending exclusion may be possible.

The principal (or designee) shall be responsible for removing the student from the class. The teacher will report, in writing, to the principal (or designee) the circumstance leading to the student's removal from class. This should be done no later than the end of the school day.

A conference between student and principal (or designee) will follow and the student's parent will be advised of the exclusion. If the parent requests a review of the exclusion, a parent conference will be arranged.

Special classroom rules of the teacher should be reviewed at the beginning of each school year, and the teacher should spend time with students to insure that they are aware and understand his/her behavioral expectations of students in the teacher's classroom.

Gun-Free Schools

9.4.7

The Board of Education shall expel from school for a period of not less than one year any student who is determined to have brought a firearm (as defined by the federal criminal code) to school and/or school property. The Board of Education may, upon recommendation of the Superintendent, modify the expulsion requirement for a student on a case-by-case basis.

The Board of Education shall provide the Illinois State Board of Education a written assurance that the Board has in effect the policy required by the "Gun-Free Schools Act of 1994." This assurance shall be provided annually and include:

1. A description of the circumstances surrounding any expulsions imposed under the policy;
2. The name of the school concerned;
3. The number of students expelled from such school; and

4. The types of firearms concerned.

LEGAL REFERENCES

“Elementary and Secondary Act of 1965,” Title 10 U.S.C. 3351
Illinois School Code: 105 ILCS 5/10-22.6
105 ILCS 5/10-20.14

Behavioral Interventions for Students with Disabilities

9.4.8

In accordance with Public Act 89-191 and in consideration of the ISBE guidelines of June, 1994, Behavioral Interventions in Schools, LADSE and its member districts shall:

1. Establish and maintain a parent teacher advisory committee to adopt, implement and review the use of behavioral interventions in schools, by January 1, 1996. They shall review local procedures and policies on an annual basis, ensure the dignity and privacy of students, emphasize positive interventions, maintain high professional standards, and advise the district regarding issues arising from the use of behavioral interventions.

2. Include procedures for monitoring the use of restrictive behavioral intervention. Each school board shall:

- A. Furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the school board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and

- B. Require that each school inform its students of the existence of the policies and procedures annually.

3. Maintain resources to conduct inservice and training opportunities for parents and staff regarding the use of behavioral intervention that safeguard students physical freedom and social interaction and placement in the least restrictive educational environment.

Rights and Responsibilities

Gang-Related Activities

9.5.6

Student involvement in gangs and/or gang-related activities on school grounds or at school-related events, including the display of gang symbols or paraphernalia is strictly prohibited.

Any student who is a member or solicits another student to become a member of a gang which engages in any activities on school grounds or at school-related events shall be subject to suspension and/or expulsion.

This policy is not intended to exclude legitimate groups or organizations from using district facilities or encouraging students to participate.

Cellular Radio Telecommunication Device Possession and Use by Students

9.5.7

Students may possess cellular radio telecommunications devices at school only if the student's parent or guardian has provided written consent to the school principal. The written consent shall include the reason the parent believes the student should possess the device at school and the telephone number of the device. The school district and its employees are not responsible for lost or damaged cellular radio telecommunication devices.

Students possessing cellular radio telecommunication devices at school shall keep the device off and out of sight during the regular school day unless:

- a. The supervising teacher expressly grants permission;
- b. Use of the device is provided in a student's IEP; or
- c. The device is needed in an emergency that threatens the safety of students, staff or other individuals.

Students shall not use a cellular radio telecommunication device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. In no event shall students be allowed to possess or use cellular radio telecommunication devices that have the capacity to take, store or transmit photographic images.

LEGAL REF.: 105 ILCS 5/10-20.28

Health Examinations and Immunizations

9.6.6

Upon entering kindergarten and fifth grade (or upon entering school in Illinois for the first time) students are required to have a current physical examination and immunizations prior to entering school. The examination must be completed by a physician licensed to practice medicine in Illinois in all of its branches.

Evidence of immunization against mumps, measles, rubella, tetanus, diphtheria, poliomyelitis and pertussis must be on file. A form will be provided. In addition, 5th grade students are required to have the Hepatitis-B series.

Costs of examination and immunization shall be borne by the parent or guardian of the child.

Parents of students objecting to immunizations on religious grounds must present to the principal a written statement of such objection signed by a parent or guardian of the child.

No students shall be accepted for enrollment without presenting evidence of complying with the requirements of this policy and the Illinois School Code. New or transfer students will be given a 30-day grace period from the date of enrollment to comply with health examination and immunization requirements. If these requirements are not met within 30 days, the student will immediately be excluded from school. Current students not in compliance by September 15 will be excluded at that time.

Ref.: Illinois School Code 5/27-8.1

STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

9.6.7.3

Any child with a life-threatening food allergy, such as a peanut/nut* allergy, shall provide to the Building Principal and Superintendent a written letter from a physician identifying the allergy, and any medication appropriate to the treatment of an acute allergic response. A current food allergy action plan must be provided to the district nurse on an annual basis. The Building Principal, designee, or parent shall initiate the development of a plan consistent with Section 504 of the Rehabilitation Act of 1973 to address the school's management of the child's needs. The principal or designee will be responsible for:

- A. Informing all of the child's teachers of the allergy.
- B. Formally in-servicing teachers on the nature of the allergy, the allergic reaction, and emergency protocol.
- C. Instituting appropriate protective measures within the child's primary classroom, the lunchroom, and any other school setting in which the child is educated. (See below).
- D. Ensuring that the school nurse or designees are appropriately trained in the emergent intervention protocol.
- E. Implementing any other measures that may be appropriate to an individual child's needs.

Classroom

When a child is identified as having a life-threatening peanut/nut* allergy, school personnel will not knowingly allow food products that are identified as containing peanut/nuts or their derivatives to be brought into the classroom. Any food or snacks brought into the classroom for any reason will be limited to pre-packaged items with ingredients listed or foods that intrinsically do not contain peanut/nuts (e.g. fresh fruits and vegetables).

If a child brings a food product that contains peanut/nuts or their derivatives, the child will be asked to give the food product to the teacher or designee to retain until lunch or after school, and an alternative snack may be provided to the child to eat in the classroom on that day. A note will be sent home to the parents of that child reminding them of the district policy.

Lunchroom

If a child is identified as having a life-threatening peanut/nut* allergy, the school will provide a “peanut-free” table in the school cafeteria. No foods containing peanut/nuts will knowingly be permitted at that table or the immediate surrounding area during the school day. Any students who wish to sit at that table will have their lunches checked to be sure they are free of foods that might contain peanut/nuts.

Common Areas

When a child is identified with a life-threatening peanut/nut* allergy, no foods containing peanut/nuts or their derivatives will knowingly be permitted into areas of the school in which that child is educated during the school day (other classrooms, art room, gymnasium, library, music room). If a common area has an activity outside of the school day in which food is present, that area will be properly cleaned before it is used for instruction.

Notification

The building principal or designee will annually notify the school community before classes begin of the presence of a child with a life-threatening peanut/nut* allergy within the school, and of the district policy. If a child’s allergy is identified during the school year, this policy will be implemented immediately following the documentation of the allergy.

Letters reminding parents of the district policy will be sent home prior to classroom parties and on an “as-needed” basis if the parent, classroom teacher, principal, or designee identifies concerns regarding compliance with district policy.

***Note: Peanut/nut allergies are the commonest life-threatening food allergy in school-aged children. However, this policy also pertains to any other food product to which a child has had a severe allergic reaction.**

Substance Abuse

9.7

The Board of Education of School District 105 recognizes that use of unlawful chemical substances is detrimental to a child's development and undermines effective education. The Board is concerned for the safety, health, and well being of students. Because of this, the following policy has been created.

1. If a student is found to be selling or providing unlawful chemical substances to other students, the student will be referred to local police. The student's parents will also be advised of the matter, and the parent will be encouraged to seek counseling for the student from a community organization trained in substance abuse counseling or treatment.
2. Any student involved in the sale, use, or possession of drugs or alcohol, or found to be under the influence of alcoholic beverages, unlawful drugs, controlled substance, hallucinogens or items that are purported to be unlawful drugs or controlled

substances will receive disciplinary action when any of the above activities occurs at school, during school-sponsored activities, or on the way to or from school. District disciplinary action will be independent of police or court action and will result in suspension or expulsion of the student involved.

3. School officials will remove a student from any school activity when they reasonably believe the student to be under the influence of alcohol, unlawful drugs or controlled substances. Parents will be contacted to take the student home.
4. Parents of a student suspected of having been involved with an unlawful substance will be made aware of the matter. No formal disciplinary action will be made upon pure suspicion.
5. Teachers and administrators will be encouraged to contact parents of former students when they are observed in cases of substance abuse in the community.

Administrative Regulations and Procedures

9.7.1

Substance Abuse Plan

It is the prime purpose of this plan to stop or at least discourage students from using drugs, alcohol, marijuana or cigarettes at school, or while on the way to or from school.

A second purpose of this plan is to alert parents to the possibility that their child is or may be involved in incidents of substance abuse.

A third purpose of this plan is to avoid the undesirable exposure of our students to drug and alcohol users and marijuana or cigarette smokers in and around the school in a consistent manner.

During the course of the school year, school personnel who observe any of the following symptoms involving students are asked to follow the plans and procedures outlined below.

Symptoms:

1. Possession of drug, alcohol or pot implement or material
2. Odor of cigarettes or alcohol or marijuana on person
3. Glassy eyes or dilation of pupils
4. Peculiar, bizarre, or unexplainable behavior
5. Unexplainable drowsiness, especially repetition of this on many days
6. Noticeable change in the personality of a child over a period of time

Procedures for Teachers to Follow:

1. Teacher will immediately inform principal (and advisor, if at the middle school)

2. Teacher will observe student as much as possible
3. Teacher will allow principal to handle the matter

Procedures That the Principal Will Usually Follow:

1. For cases of suspected substance abuse
 - A. The principal will observe the student
 - B. The principal will request other teachers to observe the student during subsequent classes
 - C. If student smells of marijuana or alcohol, the principal will report this to the parent
 - D. If student is glassy-eyed or physically uncoordinated, the principal will have the nurse check the student. The nurse will check the student's medical history for allergies, etc. If there is no explanation for the symptoms, the nurse will advise the principal and contact the parent to report the symptoms.
 - E. If the student is glassy-eyed and also smelling of marijuana or alcohol, the principal will contact the parent and will conference (at school, if possible, so that parent can observe his/her child).
 - F. If the student is found in possession of drugs, alcohol or marijuana, or if evidence of use is conclusive, the principal will call the student's parent to school, administer disciplinary action and encourage the parent to refer student for a drug abuse counseling program in the community.
 - G. Unauthorized persons communicating with students in or outside the school will be scrutinized by the principal for the purpose of discouraging drug trafficking.
2. For cases of suspected smoking
 - A. The principal will notify the student's classroom teacher (or advisor) and request the teacher (or advisor) to notify the parent that the student smells of cigarette smoke (clothes or breath).
 - B. The principal will discuss the suspicion with the student
 - C. The principal will make note of the matter, or if evidence is conclusive, will administer disciplinary action.

It is the policy of the Board of Education of School District 105 that all schools shall be free from drugs and alcohol. No student shall possess, use or distribute illicit drugs or alcohol on school premises, or as part of any school activities. Illicit drugs and alcohol are defined as drugs and alcohol which are possessed, used or distributed in violation of federal, state or local law.

Students who violate this policy will be disciplined according to the district's Student Disciplinary Policies and Rules. Consistent with local, state and federal law, the district will impose sanctions on students who violate the standards of conduct, up to and including suspension, expulsion and referral for prosecution.

The district will develop and maintain age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grade levels of the district. These programs will instruct students in the legal, social and health consequences of drug and alcohol use and abuse, and will include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. Through these educational programs, students will be instructed that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and 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 activities and includes field trips, athletic and music trips and events, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol.

Students found to be illicitly using, possessing or distributing drugs, in violation of this policy, shall be subject to suspension or expulsion from school. School officials shall notify the proper authorities of student use, possession or distribution of illicit drugs.

The district will make available health and counseling services to students who have been found to be using illicit drugs and alcohol.

The district's annual handbook shall inform students and parents about the district's Drug-Free Schools Policy. Compliance with the district's drug and alcohol policy is mandatory.

The district will conduct a biennial review of this policy, to determine its effectiveness and to ensure that the sanctions required under the policy are consistently enforced.

STATEMENT OF POLICY

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

SEXUAL HARASSMENT / SEXUAL INTIMIDATION PROHIBITED

The School District prohibits sexual harassment and sexual intimidation of students by other students, teachers, staff, administrators or other District agents.

“Sexual Harassment” includes student-to-student conduct and adult-to-student conduct. Any person, including a District employee or agent or student, engages in sexual harassment whenever he or she makes (1) sexual advances; (2) requests for sexual favors, and/or (3) other verbal or physical conduct of a sexual nature, imposed on the basis of sex, where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational development;
2. Submission to or rejection of such conduct is used as the basis for educational decisions affecting a student;
3. Such conduct has the purpose or effect of substantially interfering with a student's educational environment, or creating an intimidating, hostile or offensive educational environment; or
4. Such conduct deprives a student of educational aid, benefits, services or treatment.

Sexual harassment may include but is not limited to:

1. Sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;

2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Touching, such as patting, pinching or constant brushing against another body; or
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, or similar personal concerns.

“**Sexual Intimidation**” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

GRIEVANCE PROCEDURE

Students who believe that they are victims of harassment or sexual intimidation, or have witnessed harassment or intimidation of others, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name Dr. Glenn Schlichting
 Address 1001 S. Spring Av., LaGrange, IL 60525
 Telephone No. (708) 482-2700

Complaint Managers:

Name <u>Mrs. Cathy Johnson</u>	Name <u>Mrs. Elizabeth Webb</u>
Address <u>1001 S. Spring Av., LaGrange, IL 60525</u>	Address <u>1001 S. Spring Av., LG ___</u>
Telephone No. <u>(708) 482-2700</u>	Telephone No. <u>(708) 482-2710</u>

INVESTIGATION

An allegation that a student has been harassed or intimidated by another student shall be referred to the Building Principal or Dean of Students for investigation and appropriate action.

An allegation that a student has been harassed or intimidated by a District employee or agent shall be referred to a Complaint Manager who will investigate the complaint and provide the complainant with a written decision regarding the complaint.

DISCIPLINARY ACTION

Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of harassment or intimidation against a student, up to and including discharge. Disciplinary action, up to and including expulsion, may be taken with respect to any District student who is found to have committed or participated in an act or acts of harassment or intimidation, consistent with the District's disciplinary policy.

Students who make good faith complaints will not be disciplined. Students who make a knowingly false accusation regarding harassment will be subject to disciplinary action, including expulsion consistent with the District's disciplinary policy.

CONFIDENTIALITY

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

DISSEMINATION

The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy and grievance procedure by inclusion of the same in employee and student handbooks, and shall make a copy of the same available for inspection at the Administration Office and all schools.

MISCELLANEOUS INFORMATION

School Hours

KINDERGARTEN HOURS

MORNING 8:30 – 11:15 AM
AFTERNOON 12:15 – 3:00 PM

ALL ELEMENTARY SCHOOLS

8:30 AM – 3:00 PM

GURRIE MIDDLE SCHOOL

8:15 AM – 3:15 PM

Important Addresses & Phone Numbers

DISTRICT 105 ADMINISTRATIVE OFFICE
1001 South Spring Avenue, LaGrange 60525
Phone: (708) 482-2700
Fax: (708) 482-2727
Website: www.d105.net

Dr. Glenn T. Schlichting
Mrs. Cathy Johnson
Ms. Kathryn Heeke
Ms. Deborah Madison-Tyrrell
Ms. Trish Vanderley
Marge Kosinski
Denise Struve
Maryann Webb

Superintendent of Schools
Director of Business Services
Director of Curriculum and Instruction
Director of Special Education
Technology Manager
Adm. Asst.-Business Office
Adm. Asst.-Superintendent/Board of Education
Adm. Asst.-Receptionist/Accts. Payable

DISTRICT 105 BOARD OF EDUCATION

Jan Kinsley, <i>President</i>	533 S. Ninth Avenue, LaGrange	354-4094
Barb Baldassarre, <i>Vice President</i>	504 S. Madison, LaGrange	352-1598
Mark Smith, <i>Secretary</i>	5616 S. Kensington, Countryside	352-0611
Jason Gardner	8999 W. 67 th Street, Hodgkins	469-7675
Barbara A. Ignarski	5699 Longview Drive, Countryside	352-6503
Peg Peterson	700 S. Waiola, LaGrange	352-6765
John Thomas	530 S. Kensington, LaGrange	352-0605

GURRIE MIDDLE SCHOOL

Edmond Hood, *Principal*
Pamela Dlhy, *Adm. Asst.*
Judith Rufa, *Adm. Asst.*

1001 S. Spring Ave., LaGrange

Fax: 482-2724

HODGKINS SCHOOL

Kathleen Keenan, *Principal*
Beverly Millsap, *Adm. Asst.*
Joan Millsap, *Clerical Aide*

6516 S. Kane Ave., Hodgkins

Fax: 482-2728

IDEAL SCHOOL

Steven Bahn, *Principal*
 Janet Schoefernacker, *Adm. Asst.*
 Marbella Marinez, *Clerical Aide*

9901 W. 58th Street, Countryside 482-2750
Fax: 482-2729

SEVENTH AVENUE SCHOOL

Sherry Krzyzanski, *Principal*
 Kathy McHugh, *Adm. Asst.*
 Carol Ervin, *Clerical Aide*

701 S. Seventh Ave., LaGrange 482-2730
Fax: 482-2726

SPRING AVENUE SCHOOL

Elizabeth Webb-Peterman, *Principal*
 Nancy Jones, *Adm. Asst.*
 Susan Horton, *Clerical Aide*

1001 S. Spring Ave., LaGrange 482-2710
Fax: 482-2725

Kindergarten Entrance Requirements

1. Students must be **five years old** on or before September 1.
2. **Physical Examination**
 - A. Must be within one year prior to entrance to kindergarten.
 - B. Must be on form prescribed by State of Illinois.
 - C. Must be signed by licensed physician.
 - D. Medical history section must be completed and signed by parent.
3. **Record of Immunizations**
 - A. **All immunizations mandated by the Illinois Dept. of Public Health - Must be recorded on Certificate of Child Health Examination form**
 - B. Dates, including day and month as needed, to show compliance.
 - C. Signed by physician or health official to verify immunization.
 - D. If not complete for medical reasons, a statement giving reason for delay and a schedule showing dates on which immunizations will be given must be presented.
 - E. Your child will not be admitted to kindergarten without all of the above.
4. **Objection on Religious Grounds**
 If an objection is made to immunizations on religious grounds, a **written and signed statement** (by parent/legal guardian) detailing such objections must be presented to the principal.

Health Examinations and Immunizations

Upon entering kindergarten and sixth grade (or upon entering school in Illinois for the first time) students are required to have a current physical examination and immunizations. The examination must be completed by a licensed physician. New requirement by the Dept. of Public Health: 2nd and 6th grade students must have a dental exam; all kindergarten students must have an eye exam.

New or transfer students will be given a 30-day grace period from the date of enrollment to comply with health examination and immunization requirements. If these requirements are not met within 30 days, the student will immediately be excluded from school. Current students not in compliance by the first day of school will be excluded at that time.

Elementary School Rules

District 105 teachers and principals believe that students should be protected and disciplined from the time they leave home until the time they return. The following rules are to be followed, and will be enforced by those who supervise students, i.e. teachers, principals, bus drivers, lunchroom supervisors, etc.

General Rules

1. Students are to be courteous and respectful to adults and fellow students.
2. Students are not to do anything that interferes with the learning of others.
3. Students are not to cause harm to another person or to themselves.
4. Students are to respect school property and the property of others.
5. Students are to respond promptly to directions from teachers and staff.
6. Students are to walk (not run) and use a quiet voice in buildings.

Lunchroom Rules

1. Students should engage in quiet conversation during lunch.
2. Students are not to throw or drop food or other objects in the lunchroom.
3. Students are responsible for cleaning up their area before leaving the table.
4. Food must remain in the lunchroom.
5. Students are to eat with proper manners.
6. Students may not bring carbonated beverages to school.
7. Students may not run in the lunchroom.
8. Disrespect, insubordination, verbal abuse or defiance of lunchroom supervisors will not be tolerated.

Playground Rules

1. Students are not to fight, push, hit or kick others.
2. Students are not to throw or kick snowballs, ice, stones, sand or other potentially harmful objects.
3. Students are not to play tackle football or other rough games.
4. Unless there is an emergency, students may only come into the building with the permission of an adult.
5. Students may only leave the school grounds with the permission of an adult.
6. Students should use all playground equipment properly (no pushing, chasing or any other activity that might cause danger for another student or themselves on any equipment).
7. Students must line up immediately when the signal (bell, buzzer, whistle) is given.
8. Students must walk their bikes on school grounds.

9. Students must not use obscene or offensive language at school.

School Bus Rules

1. Students are to follow directions of, cooperate with and be courteous to the bus driver.
2. Students may not act in a way that causes a dangerous situation for passengers or people on the street.
3. Students must not vandalize buses.

Gurrie Middle School Rules

General Rules

Students are to refrain from the following behavior:

2. Physical assault, fighting, or threatening others
3. Use or possession of unlawful drugs, cigarettes, alcohol
4. Carrying or possessing weapons
5. Actions or behavior that causes danger to self or others
6. Disregarding or ignoring bus regulations
7. Truancy, chronic tardiness, or unexcused absence from class
8. Disruptive behavior in the classroom
9. Use of profanity or obscene gestures
10. Vandalism or defacing of school or personal property
11. Disrespect, insubordination, verbal abuse or defiance of school personnel
12. Chronic failure to bring work materials to class
13. Forging, falsifying or altering school forms/records

School Bus Rules

1. Students are to follow directions of, cooperate with and be courteous to the bus driver.
2. Students may not act in a way that causes a dangerous situation for passengers or people on the street.
3. Students must not vandalize buses.

Lunchroom Rules

1. Students should engage in quiet conversation during lunch.
2. Students are not to throw or drop food or other objects in the lunchroom.
3. Students are responsible for cleaning up their area before leaving the table.
4. Food must remain in the lunchroom.
5. Students are to eat with proper manners.
6. Students may not bring carbonated beverages to school.
7. Students may not run in the lunchroom.
9. Disrespect, insubordination, verbal abuse or defiance of lunchroom supervisors will not be tolerated.

Classroom Rules

Each classroom teacher develops his/her own rules which will be communicated to students at the beginning of the school year. Classroom rules are approved by the principal.

Both the Elementary School Rules and the Gurrie Middle School Rules also apply while participating in after-school athletic programs, evening concerts, school dances, intramurals, or any other school-sponsored activities.

Lunch Facilities

All Gurrie Middle School students eat lunch at school. They may bring a bag lunch or purchase a hot lunch.

Students at all elementary schools may also stay for lunch. They may bring a bag lunch or purchase a hot lunch. Staying at school for lunch is optional for all elementary students except those students who ride the bus.

Free and Reduced Lunch Programs

All schools in District 105 serve nutritious meals every school day. Children from households that meet federal guidelines are eligible for free or reduced-price meals upon completion of an application form, available in each school office. Additional information regarding the Free and Reduced Lunch Program can be obtained from the District 105 Business Office.

School Bus Transportation

Board policy allows bus transportation for students who would encounter hazardous conditions when walking to school, and for students who live more than one and one-half miles from school.

Use of buses requires cooperation between the schools, parents and students to insure the safety of all.

Students are to ride only the bus to which they have been assigned. If a child who normally walks to school is going to the home of a child who rides the bus, he/she may not ride home with that student.

Buses run every day that school is in session. Pick-up and departure schedules may vary, particularly in bad weather. Such variations are generally uncontrollable. The fact that a bus cannot make its normal run does not excuse pupils from attending school.

Students may be denied the privilege of riding the bus for a short period of time, or for the remainder of the school year, for behavior which causes difficulty or endangers the safety of others. Parents will be notified if such action is deemed necessary.

Arrival Time

Children should not arrive at school more than fifteen minutes before the beginning of each session. Teachers are not on duty before that time, so children cannot be properly supervised. In individual cases where a problem involving transportation is involved, special arrangements for early arrival may be discussed with the principal.

Pupils who take part in special activities in the school program will be granted permission for early admittance.

The school should be notified immediately whenever there are changes in the information contained in the student's emergency information card!

Grading Period and Parent-Teacher Conferences

END OF FIRST QUARTER	OCTOBER 24
FALL PARENT-TEACHER CONFERENCES (5-8 PM)	NOVEMBER 10 & 12
END OF SECOND QUARTER	JANUARY 16
END OF THIRD QUARTER	APRIL 1
WINTER PARENT-TEACHER CONFERENCES (5-8 PM)	FEBRUARY 3 & 5
END OF FOURTH QUARTER	JUNE 5

Health and Safety

1. First aid is given for all accidents occurring in school or on the school grounds. In case of a serious accident or sudden illness, parents are notified and arrangements are made for them to take the child home or to see the doctor.
2. Parents should be sure their school has the name and phone number of a friend or relative who may be called when parents cannot be reached. Emergency forms are provided at each school for this purpose.
3. We encourage parents to keep children at home for one or two days when they exhibit symptoms of illness (fever, flushing, listlessness, diarrhea, irritability, coughing, nasal discharge, swollen glands or rash), both for the child's welfare and for the welfare of other students and teachers.
4. When children are in attendance, any open cuts, wounds or sores must be covered.
5. School accident insurance policies are available in the fall at a nominal cost.
6. Parents are encouraged to teach children good health habits; blowing nose, covering coughs and sneezes, washing hands after using the bathroom and before eating.
7. Prescription medication will be given at school when 1) an order and date for medication is signed by a doctor, and 2) permission to give the medication at

school is signed and dated by the parent. Appropriate forms are available in each school office.

Referral Process For Student Assistance

To ensure that all students are progressing academically, each student's performance is regularly assessed by their teacher and other school professionals. This process allows teachers to:

- 1) Identify educational needs (academic, social/emotional, speech/language)
- 2) Design, implement and monitor instructional modifications or interventions to address the need in the general education classroom, or
- 3) Refer the student for a case study evaluation and possible special education services

Parents may also initiate a referral with the classroom teacher if they feel their student has a need that is impacting their educational progress. Once a student has been identified as having an educational need, the district referral process proceeds as follows:

Level 1: The classroom teacher and parent work together to develop school/home interventions that address the need. If the student continues to struggle, the referral moves to Level 2.

Level 2: The classroom teacher and parent work with other school personnel to develop a plan. Other personnel may include Literacy Coaches, specialists (Reading, Speech/Language, Social Work) or other personnel with expertise in the identified area. If this plan does not provide the desired progress, then the referral moves to Level 3.

Level 3: The classroom teacher will contact the Resource teacher in the building to schedule a meeting with the Student Support Team. Each school in District 105 has a Student Support Team (SST) comprised of the following personnel: Resource teacher, Speech/Language Pathologist, Social Worker, School Psychologist, School Nurse, Principal, Special Education Coordinator, regular education teacher, Reading Specialist, Occupational and Physical Therapists, and parent of the student whose needs are being considered by the team. The Student Support Team will review the student's needs, relevant data, previous interventions, and consider whether a case study evaluation is warranted.

Level 4: Case study evaluation is scheduled once parents have signed consent. At the evaluation meeting, if the student is found to be eligible for special education services, an Individual Education Plan (IEP) is developed and implemented by the school team.

Special Education Services

School districts are responsible for providing special education services to any student between the ages of 3 and 21 who are found eligible through a case study evaluation. In addition, the district will assist parents of children from birth to three years to connect with early intervention services if needed. Parents of preschool children should contact the District Special Education Director, Paige Koos, (708) 482-2700, if they have concerns about their child's development.

The District also provides free Pre-School Screenings several times a year. District services include: Resource support, Speech/Language therapy, Social Work, Vision and Hearing services, Occupational and Physical therapy. There are three self-contained classrooms in the district (ECE, Primary and Intermediate Cross Categorical) for those students needing more support than can be provided in a regular education classroom.

504 Plans

Student Rights and School Responsibilities

Section 504 of the Rehabilitation Act of 1973 and Americans with Disability Act

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Students with disabilities shall be provided accommodations in order to ensure equal participation in the school setting. The Act defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activity: self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Academic accommodations may include individualized instruction, extra time, reduced workload or organizational assistance. Physical accommodations may include assistive devices or special equipment, administering medication or preferential seating, but would not include changes in instructional programs.

When a student with disabilities requires an accommodation, the parents and school representatives will meet to determine the disability and develop a written plan outlining accommodations that will be provided in the school setting.

Section 1: Referral of Students with Disabilities

1. A student may be referred by a school employee, a parent or through self-referral for determination of whether accommodations need to be provided.
2. A student may be referred for Section 504 accommodations after a case study evaluation has determined that the student is ineligible for special education services under the Individual with Disabilities Education Act (IDEA), but still has a disability that would require accommodations.

Section 2: Review of Need for Accommodation Plan/Development of Plan

1. A meeting will be convened with parents, student and appropriate school personnel to determine the nature of the disability, reasonable and appropriate accommodations to ensure the student can participate equally in school, and to prepare a written 504 Plan if justified. Evaluation procedures may be utilized, or medical records requested, to determine if a student is eligible for accommodations under Section 504.
2. If it is determined that no accommodations are necessary to ensure equal participation by the student, the parents shall be given reasons for such determination and be advised of their right to obtain review of the decision.

Early Dismissal Procedures

It is extremely important that students be released only for the proper reason and into the care of the proper person. No student will be released early on the basis of a telephone call. Any student released early must have a signed request from a parent or guardian. A child of separated or divorced parents will be released only at the request of the parent with legal responsibility for the child, and that parent/guardian must be registered on the school record. No student will be excused without the approval and knowledge of the building principal.

Emergency Information

Each year, parents are asked to complete emergency information cards which include the telephone numbers where they can be reached both at home and at work. The names and telephone numbers of two persons who can assume temporary care of a child if the parents cannot be reached in emergency are also requested. It is extremely important that these persons be willing and able to provide temporary care for a child in an emergency situation. If possible, they should be individuals who are generally at home during school hours.

In the event of a critical emergency requiring the immediate assistance of paramedics, the paramedics will be called before calling the parents/guardians or emergency card names.

Emergency School Closing

It may become necessary to close school due to inclement weather or building emergencies. The decision to close is not made lightly. Before making the decision, we contact local police, the bus company, other school districts, the weather bureau, and building custodians for first-hand information about conditions. Every attempt will be made to reach a decision **before 7 A.M.** The PTOs will organize a calling tree to inform parents. If you have not received a call, school is in session.

Please do not tie up school telephone lines requesting school-closing information. When it becomes necessary to close schools, we contact the following

radio stations:

WMAQ-AM	670
WGN-AM	720
WBBM-AM	780

and the following television stations: **CBS 2 TV; NBC 5 TV; ABC 7 TV; WGN 9 TV; FOX 32 TV; CLTV.** We are identified as “LaGrange District 105, Cook County.”

You can also access school closing information on www.emergencyclosings.com or by calling 708-482-2722.

Under inclement weather conditions, school buses may not make their scheduled runs. The school may remain open, however, at the discretion of the Superintendent. Under these conditions, parents are responsible for providing transportation to and from school. If it is impossible for a student to secure transportation, his/her absence should be reported. The principals feel it is better for a student to come to school late than to stay out of school all day.

Since the safety of children is critical, please use your best judgment about your child attending school, regardless of whether or not the school is closed.

Fire, Emergency Evacuation, and Tornado Drills

Fire drills, emergency evacuation, and tornado drills are regularly practiced. Special radio equipment in each school relays signals from state and county police and warns school officials of imminent danger.

Severe Storm Warning at Dismissal Time

If a severe storm is in progress at dismissal time, all children will be kept at school until the storm warning is lifted. Students will then be dismissed and buses will proceed as usual.

Notice of Asbestos-Containing Materials

School District 105 has completed a Three-Year A.H.E.R.A. Re-inspection of its facilities. An asbestos management plan and survey are available in each district building office and in the Administrative Office at 1001 South Spring Avenue, LaGrange, Illinois 60525.