Fox Lake Grade School District 114 Parent/Student Handbook 2022-2023

One team...all in.
We are 114.

Updated 3/28/22

Fox Lake Grade School District 114

This *Parent/Student Handbook* has been prepared to help you and your child understand the policies and procedures of Fox Lake Grade School District 114. We ask that you read this *Handbook* and discuss its contents with your child. By working together and sharing responsibility, we can ensure that Fox Lake Grade School District 114 continues to be a great place to learn.

This *Parent/Student Handbook* is not meant to be all-inclusive. It is only a summary of the Board of Education policies governing Fox Lake Grade School District 114. Fox Lake Grade School District 114 finds that as the school year progresses, additional rules may be initiated to insure the safety and well-being of the students. Policies may be amended during the year and changes are available on the School District website or in the school office.

As we begin a new school year together, keep in mind that your involvement as a parent will enhance your child's educational experiences. Accept our invitation to visit our schools from time to time and talk with our staff members regarding your child. When you arrive, go to the office to sign in and obtain a visitor's badge. For a specific conference time, please call in advance and make an appointment with the appropriate staff member. Thank you for your support.

VISION

Excellence in education, community, and self for success in tomorrow's opportunities.

Mission

Maximize and foster learning and growth for all through continuous improvement.

STUDENTS FAMILIES D114 FACULTY COMMUNITY

One team...all in.
We are 114.

Fox Lake Grade School District 114

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Rachelle Peters, *Assistant Principal, Stanton School*
Natalie Udstuen, *Assistant Principal, Lotus School*
Lynn Smolen, *Special Education Coordinator*

Fox Lake Grade School District 114 Schools

www.d114.org

Lotus School
29067 West Grass Lake Road
Spring Grove, IL 60081
Phone: 847.973.4100
Fax: 847.973.4110
Office Hours: 7:15 a.m. to 3:15 p.m.

Stanton School
101 Hawthorne Lane
Fox Lake, IL 60020
Phone: 847.973.4200
Fax: 847.973.4210
Office Hours: 7:45 a.m. to 3:45 p.m.

Early Release for Lotus and Stanton School is every Wednesday.

Student Hours:	**Early Release Times:**
AM Preschool: 7:45 a.m. - 10:35 a.m.	7:45 a.m. - 9:45 a.m.
PM Preschool: 11:30 a.m. - 2:20 p.m.	10:45 a.m. - 12:45 p.m.
KG-4th Grade: 7:45 a.m. - 2:20 p.m.	7:45 a.m. - 12:45 p.m.
5th-8th Grade: 8:30 a.m. - 3:05 p.m.	8:30 a.m. – 1:30 p.m.

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General Information

The following section contains general information about District 114 schools. While the *Handbook* is designed to cover a lot of material, it cannot answer every question parents may have about our schools. Parents should call the school office with questions.

1.0 Equal Educational Opportunity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact his/her building or principal or assistant principal or file a grievance under the Board of Education's Uniform Grievance Procedure described in Board Policy 2:260.

1.1 School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students who violate the school dress code policy will be asked to change into proper clothing and will follow the progressive discipline system of the school.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hoods and sunglasses may not be worn in the building during the school day. Hats (baseball style and/or beanies) may be worn appropriately.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing that is poorly fitting, showing skin or undergarments may not be worn at school.
    - *Stanton only:* halter tops, off shoulder or strapless designs, bare midriffs, tank tops, low necklines, mesh fabrics, and spaghetti straps are not permitted. Hoods may not be worn. Baseball hats ONLY may be worn but must be worn appropriately.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

1.2 Skyward

Skyward is our online information center. Student grades, attendance, discipline, and lunch accounts can be managed through this system. Each family is assigned a login and password. If you have further questions, please call the office. Skyward can be accessed through the school website at www.d114.org.

1.3 School Fees

The school establishes fees and charges to fund school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a fee waiver. A student may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which your child is enrolled.

1.4 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Fox Lake Grade School District 114 utilizes the Raptor system for all visitors. All visitors or anyone coming into the building will be required to show their driver's license. The visitor's name, date of birth, and photo will be scanned. Raptor enhances school security by reading the driver's license and comparing the information to a sex offender database. Assuming no matches are found, a badge that includes a name and photo will be printed. Safety is our highest priority; Raptor will provide a consistent system to track visitors and volunteers.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take their badge identifying themselves as a guest and place the badge on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

If you need to bring something to your child during the school day, please bring it to the Main Office and we will ensure that your child receives it. We request that all parents not interrupt instructional time by going down to the classroom.

Please also remember that teachers are happy to meet with parents upon request, however, please call for an appointment ahead of time. Teachers are not available to talk to parents when students are present.

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

1.5 Volunteers

Volunteers play an important and valuable role in education. It is important to contact your child's teacher to arrange volunteer time. This way the teacher will have time to arrange the materials for your arrival and will not have to take from valuable teaching time. As you enter the building, please check in at the Main Office where you will receive a badge and the teacher will be notified of your arrival.

1.6 Parent Involvement

Fox Lake Grade School District 114 annually has Curriculum Nights at Lotus and Stanton for all Parents/Guardians. Parents/Guardians are encouraged to attend the meeting and participate in the

discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and the teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State.

The state's resources on parental involvement can be located at http://illinoisparents.org/ . The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

1.7 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

1.8 School Lunch Program

District 114 is now approved through the Community Eligibility Provision, and all students are provided with a free breakfast and lunch. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). A la carte items in addition to the provided breakfast and/or lunch can be purchased; please see monthly menu for details.

1.9 Acceptable Drinks in School

The only acceptable drinks in school are bottled water, juice, and milk. Pop or energy drinks of any kind are strictly prohibited.

1.10 Recess

Playground Rules: All students are to obey the directions of the playground supervisor.

1. Use the playground equipment correctly and share equipment.
2. No one is to enter the window wells.
3. Stay off the fences and poles.
4. Line up quickly when whistle blows or bell rings.
5. Play in appropriate areas, not among the cars.
6. Do <u>not</u> throw snow, play tackle football, or fight.
7. Stay out of water and mud on playground.
8. Playground equipment brought from home should be safe and appropriate and marked with the student's name.
9. Students are not permitted to play baseball on the playground.
10. Remain on the school property unless given permission to the contrary.
11. Littering is prohibited and food is prohibited on the playground.

1.10-a Recess at Lotus School: All children go out for recess (weather permitting) unless kept inside by a staff member for a valid reason. If you wish your child to stay in for <u>one</u> day only because of recent illness, a signed note is necessary. Please see that your child wears the appropriate seasonal clothing for playground activities. Outdoor recess will be held in cold weather unless the temperature and/or wind chill is below 20 degrees.

1.10-b Recess at Stanton School: Students have the choice to go out for recess (weather permitting) or stay in the cafeteria when they are finished eating their lunch. Students without appropriate clothing during the winter will not be able to go out for recess.

1.11 Live Animals at School

Live animals are not permitted on the bus at any time. If a student wishes to bring in a live animal for any reason, they must be granted verbal or written permission from the principal. Upon receiving permission, a parent or guardian must bring the animal to school and then take the animal back home.

1.12 Fundraising in School

The sale of any merchandise on school premises, unless it is sponsored by the school, or has received official approval, is prohibited. This includes: ticket sales, sale of food products, craft products, pledges of money, or any other article or service used as a fundraiser. In addition, the superintendent must approve advertising, including handbills and posters. Posted material shall be restricted to approved community or student interest materials of a noncommercial nature.

1.13 Birthday Party Invitations

Birthday party invitations may not be passed out at school unless all of the class is invited.

1.14 Student Lockers

It is the responsibility of each student to protect his/her property by keeping their locker closed. At Stanton School, students who have lockers should lock them at all times. Fox Lake Grade School District 114 is not responsible for lost or stolen student property. These lockers are the property of the district and are subsequent to search as needed. Duct tape and any decorations that will damage the lockers are absolutely not allowed.

1.15 Lost and Found

In the event an item gets lost, the school places items in the “lost & found” area next to the office. Small items, such as glasses, are kept in the office. All items are donated to charity at Winter Break, Spring Break, and Summer Break.

1.16 Personal Items: All valuables, or large amounts of money, should be kept at home. These can be lost or stolen. All personal property should be clearly marked. Card collections and toys are not allowed at school. All cellular phones, smartphones and other electronic devices must be kept in silent mode and out-of-sight during the regular school day, unless the supervising teacher grants permission.

Stanton only:

- Technology can be used appropriately in the cafeteria/gym before school.
- Technology can be used appropriately in the cafeteria during lunch.
- Chromebooks should be closed during passing periods.
- Other than times listed above, cell phones and all listening devices (air pods, ear buds) must be kept out of sight and silent (unless approved for classroom use by teacher)
    - 1st Consequence: Polite reminder of expectation
    - 2nd Consequence: Teacher is able to take device/s and hold until end of period (in a bucket or drawer) and polite reminder of expectation
    - 3rd Consequence: Device/s will be given to an Administrator and parent/guardian must pick it up at end of the day

Student Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

2.0 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the school. The school may require documentation explaining the reason for the student's absence. For more than 3 consecutive days of absence due to illness, a doctor's note is required for the absence.

In the event of any absence, the student's parent or guardian is required to call the school at 847-973-4100 for Lotus and 847-973-4200 for Stanton before school starts to explain the reason for the absence. Failure to do so shall result in an unexcused absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. The time permitted to makeup a test or for turning in assignments shall be equal to the number of school days or number of class meetings missed due to an absence. The responsibility of initiating make-up work and turning in assignments rests with the student.

2.1 Vacations

Parents are encouraged to make every effort to plan vacations that coincide with school vacations. It is difficult for teachers to plan individual work ahead or to assist the student in making up work after a vacation absence.

2.2 Tardy to School

A student is considered tardy to school if they arrive after the start of the school day, 7:45 at Lotus and 8:30 at Stanton. Any student arriving late to school must stop by the office to check in, put in his/her lunch request, and obtain a tardy admission slip.. A tardy is excused only if a doctor's note is given at the time the student returns to school.

2.3 Hallway Movement–Stanton Only

Students must have a hall pass any time they are in the hallways

2.4 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.5 Sign Out Procedures During the School Day

2.5-a Lotus School Sign Out Procedure: Anyone picking up a child during the school day must inform the office in writing at least one hour prior to the dismissal request. Students will be picked up at the Main Entrance, and must be signed out. A photo ID is required to pick up a student. Due to heavy office traffic, students will not be released during the last 15 minutes of the student's day. Please plan accordingly. Any change to the student's regular activity requires a parent note. This includes: leaving early, staying after school, being picked up by another adult other than the parent or guardian (must be on the emergency list), one day "stay in" at recess because of recent illness (if a longer "stay in" is required a doctor's note is needed). When in doubt, remember to write a note.

2.5-b Stanton School Sign Out Procedure: If you are picking up your child during the school day, you must inform the office. Students must be picked up in the office and must be signed out. Being signed out by another adult other than the parent or guardian requires a photo ID and permission from the parent or guardian.

2.6 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

2.7 Home & Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition, may be eligible for instruction in the student's home or hospital.
For information on home or hospital instruction, please contact your child's school.

Student Behavior

The following section contains general information about student behavior and discipline. This is the dual responsibility of the home and school. The intent of the discipline policies of the school district is to help students grow towards self-discipline, to accept responsibility, and to learn to appreciate the rights of others. It will be the policy of Fox Lake Grade School District 114 to expect the highest standards of student behavior in school and at school activities.

3.0 PBIS (Positive Behavior Interventions and Supports)

Fox Lake Grade School District 114 utilizes PBIS. PBIS includes using proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments in which teaching and learning occurs.

3.1 Student Discipline

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or vaping devices.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.
    c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    e. "Look-alike" or counterfeit drugs.
    f. Drug paraphernalia.
    g. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Using, possessing, controlling or transferring a "weapon."
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual

depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting". All cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period (*Stanton only)*; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Disciplinary consequences for students with a disability will be administered in accordance with the *Individuals with Disabilities Act or Section 504 of the Rehabilitation Act,* whichever is appropriate.

3.2 When and Where Conduct Rules Apply

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

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

3.3 Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
8. Suspension of bus riding privileges.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

10. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
11. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

3.3-a Lotus School Disciplinary Measures: A referral system for student discipline is utilized. Consequences are dependent on the individual situations and severity of the incident**.**

3.3-b Stanton School Disciplinary Measures: A progressive discipline system will be utilized. Consequences are dependent on the individual situations and severity of the incident. Students who are assigned detentions as a consequence may be given a "minor detention" which is served on Tuesday or Thursday from 3:10-3:40. Students may also be given a "major detention" which is served on Tuesday or Thursday from 3:10-4:10. Students who fail to serve a detention may be assigned an in school suspension. A problem solving team meeting will occur for students who consistently receive discipline referrals.

3.4 Corporal Punishment

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

3.5 Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

3.6 Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or

threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

3.7 Re-Engagement of Returning Students

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

3.8 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

3.9 Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school 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. The building principal 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. School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

3.10 Access to Student Social Networking Passwords & Websites

The district provides notification to students, parents/guardians that The District may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

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.

Student Health

The following section contains general information about student health and related issues. Specific questions about health-related issues are best directed to the district school nurse.

4.0 Keep Sick Children Out of School

Please keep your student home if she or he:

- Has fever of 100.4 degrees or higher
- Is vomiting
- Has a sore throat with a fever
- Has a persistent cough (dry or productive)
- Has diarrhea (3 or more episodes in 24 hours)
- Has a rash or open and draining sores
- Has symptoms that prevent him/her from participating in school such as:
    - Excessive tiredness or lack of appetite
    - Headaches, body aches, earaches
    - Severe sore throat

If your student has recently been ill, please be aware of the following guidelines before having your student return to school, athletic or social activities:

- They should feel fit for at least 24 hours
- Be fever free for at least 24 hours (without the use of medication)
- Be free of vomiting and/or diarrhea for at least 24 hours
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours
- If conjunctivitis (pink eye), they must be on the appropriate eye drop for at least 24 hours or cleared by physician
- Rash illnesses should be assessed by a doctor

4.1 Immunization, Health, Eye, and Dental Examination

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Pre-Kindergarten (required every other school year)
2. Entering kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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 school, subject to certain exceptions. Students new to an Illinois Public School who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 an appropriate medical professional.

4.2 Eye Examination

All students entering kindergarten or an Illinois public school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

4.3 Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

4.4 Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement from an appropriate medical professional explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Eye examination requirement: A signed Eye Examination Waiver Form if there is an undue burden or lack of access to a licensed ophthalmologist or optometrist.
4. Dental examination requirement: A signed Dental Examination Waiver Form if there is an undue burden or a lack of access to a dentist.

4.5 Medical Alert

It is the philosophy of the school to work cooperatively with parents and staff to provide a healthy and safe environment for learning. Please contact the school nurse about any health concerns you believe may affect your child at school. This information will be confidentially shared with the appropriate classroom teachers as necessary throughout the school year. This may include information regarding: asthma, food and environmental allergies, seizure disorders, diabetes, anxiety, ADHD, etc.

Should your student be taking daily medication at home, please notify the health office so that any side effects that occur will be recognized more easily and proper steps taken.

4.6 Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to

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 procedure.

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

- Medication must be brought to the school by a parent/guardian or responsible adult in the original container and taken to the nurse's office where it will be stored in a locked cabinet.
- Prescription medication shall display:
    - student's name/prescription number
    - medication name/dosage/date/refill
    - licensed prescriber's name
- Non-prescription medications shall be brought in the original container with the child's name affixed to the container
- Changes in prescription medication will only be made when a note from the prescribing physician has been received. The prescription container stating the proper dosage must be sent to school.
- The parent/guardian will be responsible for picking up any unused medication. Medications not picked up by the end of the school year will be discarded.

4.7 Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin and Glucagon. Diabetic students must have a separate Diabetes Care Plan.

4.8 Care of Students with Diabetes

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

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

4.9 Care of Students with Life-Threatening Allergies or Chronic Conditions

If your student has a life-threatening allergy or life-threatening chronic condition, please notify the school nurse. Parents/guardians are responsible for:

1. notifying the school nurse

2. submitting appropriate medication, medication authorization forms, and emergency action plans.

For further information, please contact the school nurse.

504 Plan

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

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

If your student has a life-threatening allergy of life-threatening chronic illness, please notify the school nurse.

4.10 Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child or their child has been diagnosed with a communicable disease such as, but not limited to: strep throat, impetigo, influenza, pink eye, chicken pox, head lice, etc.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

4.11 Head Lice

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students who are found to have live lice or eggs (nits) will be sent home following notification of the parent or guardian
3. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or health aid.

4.12 Injuries and Illness

No treatment other than immediate first-aid is given at school. If any injury requires the child to be sent home or to the doctor, parents or guardians are notified immediately. If the parents or guardians cannot be located, the school may send the student to the closest hospital facility**.** Students involved in a bus accident will most likely be transported by the local EMT’s to various area hospitals. 911 will be called if there is an immediate emergency.

When a child is ill at school, we will attempt to contact a parent/guardian and/or emergency person listed on Skyward Family Access. It is imperative that you keep emergency contact information in Skyward Family Access accurate and up-to-date during the school year. If you are unable to update the information, please contact your school office.

4.13 Physical Restrictions

A statement from a physician explaining any physical restrictions must be kept on file in the health office for any student requiring special considerations (i.e., casts, crutches, diabetes, heart conditions, seizure disorders). For a student to be excused from participation in physical education class, sport, or to be kept in from outdoor recess for longer than three days, an explanatory note from the physician must be kept on file in the health office.

4.14 Vision and Hearing Screenings

All students new to the school district will be screened in Vision and Hearing. Special Education students will also be screened yearly in vision and hearing. Your child is not required to undergo the Vision Screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

The schedule for Vision and Hearing screening is:

- Pre K: Vision and Hearing
- Kindergarten: Vision and Hearing
- Grade 1: Hearing
- Grade 2: Vision and Hearing
- Grade 3: Hearing
- Grade 8: Vision

Vision screening is NOT a substitute for a complete eye evaluation by a licensed doctor.

Student Records

5.0 School Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.
The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. A request from a parent, eligible student, or specifically designated representative to inspect and copy records, must be granted no later than 10 business days after the date the official records custodian is in receipt of the student records request. A school district may extend the 10 business day response time by no more than 5 business days from the original due date, under specific circumstances. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and

temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
These rights are denied to any person against whom an order of protection has been entered concerning the student**.**

2. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
3. The right to a copy of any school student record proposed to be destroyed or deleted.
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
4. The right to prohibit the release of directory information. Directory information includes the student's name, address, phone listing, email address, photograph, date and place of birth, parents' names and addresses, dates of attendance, grade level, enrollment status, participation in school-sponsored activities, organizations and athletics, weight and height of members of athletic teams, academic awards degrees and honors and awards received, and school most recently attended. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
5. The right contained in this statement: 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 State law.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

5.2 Medicaid Billing

Medicaid Notice to Parents

Medicaid reimbursement is a source of Federal funding approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to children who are Medicaid eligible are partially reimbursable, and Fox Lake GSD 114 will claim Medicaid reimbursement for any eligible services provided. These claims will have no impact on a family's ability to receive Medicaid funding either now or any time in the future. Anyone objecting to this release of information related to Medicaid claims must contact the District Office.

Curriculum and Instructional Programs

The following section contains general information about the district's curricular and instructional programs. Parents can obtain more information about related topics by contacting their building principal.

6.0 English Learners

The district offers opportunities for English 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.

Parents/guardians of English 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 Learners programs.

6.1 Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

6.2 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and/or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

6.3 Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

6.4 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

6.5 Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

6.6 Participation in Eighth Grade Activities

All eighth grade students are expected to meet attendance, academic, and behavioral expectations in order to participate in eighth grade activities.

6.7 Extracurricular and Athletic Activities Code of Conduct

Students at Stanton School can participate in a variety of extracurricular and athletic activities as part of the Lakes Region Athletic Conference.

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Signed documentation by the student and parent on receiving notification on Anabolic Steroid Abuse.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.
5. Signed documentation agreeing to comply with the Lakes Region Athletic Conference Code of Conduct.

6.8 Extracurricular and Athletic Activities Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must not be failing any classes on the grade report that is printed at 7:00 a.m. on Mondays. Any student failing to meet academic requirements may not participate in any extracurricular activities from Monday through the following Sunday. When a student turns in a late assignment to his/her teacher, it is up to the discretion of the teacher as to when the grade will be entered into the gradebook in a reasonable amount of time.

Students that are receiving a "1" in any work habits category (responsibility, cooperation, independence, perseverance) will be ineligible to participate in extracurricular/athletic activities from Monday through Sunday of the following week. All exploratory teachers will update their work habits on a weekly basis.

Stanton 3 Tiered system - Fs

- Tier 1
  - probation
  - Student / coach are informed of the failing grade/s and have the week to improve
  - Participation for that week is allowed
- Tier 2
  - No participation in games
  - T and Th student must attend HW Club
  - M and F student may practice with the team
- Tier 3
  - No participation in practice or games
  - T and Th student must attend HW Club
  - M and F student must attend Study Hall

6.9 Extracurricular and Athletic Activities Attendance Policy

A student who is absent from school for four (4) periods of the day or more are ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event will be withheld from Saturday extracurricular or athletic activities.

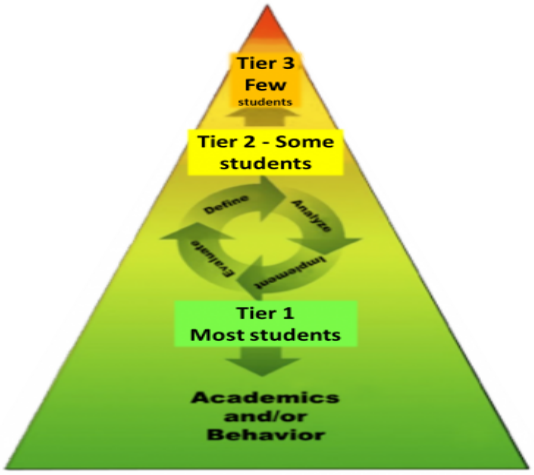
Practices and games are mandatory. Excessive absences may result in forfeiture of your spot on the team.

6.10 Travel for Extracurricular and Athletic Activities

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. Parents taking their child home from a school sponsored activity must sign out their child with the designated teacher, sponsor, or coach.

6.11 RTI/MTSS Framework

In an RTI/MTSS framework, resources are allocated in accordance with students' needs. This framework is usually shown as a multi-tiered model and involves more and more intense instruction and interventions across the tiers. The level of intensity of instruction and interventions a student receives is determined by how he or she responds to the instruction and/or intervention. Like the model shown below, Illinois' RTI/MTSS model has three tiers.



- **Tier 1** is the foundation. This is the instruction that all students receive in the general education classroom with their general education teacher. It is called Tier 1 instruction or core instruction. At Tier 1, teachers *differentiate* instruction by proactively planning and implementing a variety of instructional methods matched to varying student skill needs within the classroom.
- **Tier 2** involves supplemental interventions that are provided with an increased level of intensity in addition to core instruction for small groups of students who show some risk of not meeting grade level standards. Tier 2 interventions usually involve additional practice and skill building.
- **Tier 3** involves providing interventions for a smaller group of students with the highest level of need. Such interventions are provided at a higher level of intensity in comparison to Tier 2 and are also in addition to core instruction. Tier 3 interventions are tailored specifically to meet the needs of each student.

Students may move fluidly among the tiers as a result of their response to the instruction and interventions they receive. For example, if data show progress, a student can move from Tier I to Tier II and back to Tier I within a relatively short period of time. It is also important that students receive the types and levels of interventions they need when they need them. Accordingly, movement across the tiers is not necessarily sequential. For example, a student with significant gaps in performance may immediately require intensive Tier 3 interventions and would, therefore, not receive Tier 2 interventions prior to Tier 3.

6.12 Homework Policy

Lotus School Homework Policy: Students are expected to read for 30 minutes on a nightly basis. Students in Preschool thru 1st should start with 15 minutes and work their way up to 30 minutes per night. A book bag will be sent home each night with leveled books and power goals for them to focus on.

Math Family newsletters will be sent home on a weekly basis, which includes activities focusing on the skills and concepts your child will be working on for that particular week.

Stanton School Homework Policy: Students are expected to complete homework assignments that follow grade level standards. Students are responsible to get all make up work from their teachers when they are absent. If a student has an excused absence, they will have the amount of time they were absent to make up the work for full credit.The purpose of homework is to practice newly taught skills, review previously mastered skills, develop independent study habits, and/or to extend and enrich the curriculum.

6.13 Awards and Recognition Programs

Lotus School Awards and Recognition Program: Awards will be sent home with your child's report card on a quarterly basis.

- **P.B.I.S. RewardsProgram**. The P.B.I.S. Program is designed to encourage respectful, responsible, and safe behaviors. P.B.I.S. reward points are issued to students for exhibiting positive behaviors at school. Points may be redeemed for special prizes at the P.B.I.S. store or can be used to purchase raffle tickets for specific items .

Stanton School Awards and Recognition Program: Students who have maintained honors or high honors the entire year will be celebrated at an awards ceremony at the end of the year

- **High Honor Roll:** Anyone receiving a G.P.A. (grade point average) of 3.65-4.0
- **Honor Roll:** Anyone receiving a G.P.A. (grade point average) of 3.0-3.64

6.14 Physical Education, *Stanton School*

The proper uniform for the 6th-8th grade Physical Education classes is Stanton shorts or sweatpants with Stanton shorts over them, Stanton t-shirt, athletic socks, and gym shoes. Each of these articles of clothing should be properly marked with the student's name, using waterproof ink. Due to the nature of the Physical Education program at Stanton School, the following general rules must be followed:

1. Those not participating in Physical Education must remain in the area of the program unless reassignment is procured through the principal.
2. Strikes will be given on a daily basis for students not in uniform.
3. Torn or ripped uniforms will need to be replaced.

Student Transportation

The following section contains general information about student transportation and related issues. More information can be obtained by calling your child's school.

7.0 District Provided Transportation

The district provides bus transportation to and from school for all students. Students are not permitted to ride a bus other than the bus to which they are assigned. District 114 will pick up your child at the scheduled bus stop and return him or her to that stop. We are willing to drop your child off at a different stop for child care as long as it is on a continual basis. We cannot pick up and drop off at numerous different locations during the week. Pre-Kindergarten and Kindergarten students must be picked up at the bus stop by an adult. We do not require adults to be at the drop off sites for any other grade level.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

7.1 Behavioral Expectations Governing School Bus Riders

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Regarding the use of electronics, Lotus students may have them, but they must be turned off and put away. Stanton students may have them and may use them as long as they are demonstrating expected behavior while in use.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras are active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

7.2 Changes to Assigned Transportation

The schools have a continual problem with many parents calling during the day, and especially at the end of the day, to say that a student should not ride the bus. Please make your arrangements before school, so as to avoid calling the office at the last minute. Depending on how busy the office is, and the number of calls, we may not get your message to your child and cannot be responsible for any resulting consequences should your child not receive your instructions. Going home with a friend on their bus will not be allowed.

7.3 Transportation of Students by Parents

District 114 strongly encourages parents to take advantage of the transportation system; more children riding the buses will reduce the number of vehicles in and around the schools, which will make the pick-up and drop-off times at school much safer for children. The District also recognizes that, from time to time, parents will drive their children to school; thus, each school has established a recommended pick-up and drop-off procedure. To maximize safety around the schools and to assist in timely transportation of District students, parents are asked to yield the right-of-way to buses and to follow the procedures described below.

7.3-a Lotus School Drop Off Procedure: If your child is driven to school, drop offs are permitted after 7:30 a.m. In the morning, students will be dropped off by the side entrance, located by the basketball court, where a staff member will be there to assist your child. Cars will not be allowed to enter the area where the buses drop off students. Due to congestion in the front office area, and safety concerns, our student pick-up is located at the Event Entrance.

7.3-b Lotus School Pick Up Procedure: If you will be picking up your child, you may use the parking spaces close to the Event Entrance and may also park along the playground fence. Just like drop off, cars will not be allowed to be in the bus area. Parents will only be allowed to enter through the Event Entrance, no earlier than 2:10, and at 12:35 on early release days. At this time, the doors will be opened to allow parents to enter into the cafeteria. At 2:20, or 12:45 for early release days, the students that are "parent pick-ups," will be walked down to the cafeteria where they will be released. The same procedures still apply for signing your child out and you will be asked to present an ID.

7.3-c Stanton School Drop Off Procedure: Students may be dropped off between 8:10-8:30. Parents can enter the parking lot and drive to the right, making a loop around the basketball hoops. Parents will drop off their child at the sidewalk and students will enter the building and sit down at the cafeteria tables until school starts.

7.3-d Stanton School Pick Up Procedure: Students who are being picked up while school is still in session need to be signed out by a parent/guardian at the Stanton office. If you will be picking up your child at dismissal, you do not need to come into the school. Parents can enter the parking lot and drive to the right, making a loop around the basketball hoops. Students will come to the parking lot when the school day ends.

7.4 Bicycles, *Stanton School*

Bicycles may be ridden to and from school at Stanton School only. Everyone who rides a bike must park it in the bicycle rack. They are not to be ridden on school grounds. Students are expected to observe good safety habits. If the privilege is abused, it may be revoked. No one is to be near the bicycle rack unless placing or removing his or her own bicycle before or after school. Protect your property by using a bike lock.

7.5 Inclement Weather

During snow, ice and extreme cold periods, school buses will go when and where they can. Do not leave your children in the cold, waiting for a bus that cannot or will not be coming to your stop. Listen to the radio, television, or check our website at www.d114.org for school cancellations. The district will also be sending out phone calls through our phone system in the event that school will be closed. School closing information can be found at www.emergencyclosings.com/ecc/home.jsp.

Important Notices to the Public

8.0 Student Privacy Protections

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option. A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

8.1 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including whether the teacher has met State certification requirements;

- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

8.2 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school superintendent. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

8.3 Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. 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/.

8.4 Safety Drills

Safety drills will occur at times established by each school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

8.5 Guidance & Counseling Support

The school's social workers are available to those students who require guidance & counseling support or any other additional assistance.

8.6 Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet

is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

8.7 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

8.8 Student Accident Insurance

Fox Lake School District #114 offers student accident insurance to all District 114 students at no additional cost. The plan provides medical coverage for all accidents occurring during school sponsored and supervised activities, including all sports. This supplemental plan pays the reasonable and customary

charges not paid by other insurance for any covered accidental bodily injury. If there is no other family medical insurance, this plan would provide the primary insurance for the covered accident. There is no deductible. In the event of an accident during the school day or a school activity, claim forms can be accessed through www.k12specialmarkets.com select Claim Forms > select **Illinois** > select **Fox Lake School District #114**. It is the responsibility of the parent/guardian to obtain the form and complete the process.

In addition, parents may purchase non-school related accident coverage as well as dental accident coverage that go beyond the school day. Enrollment forms may be accessed through www.k12specialmarkets.com select **Enroll Now** > select **Illinois** > select **Fox Lake School District #114**.