



# Manteno Middle School 2011-2012

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# MANTENO MIDDLE SCHOOL HANDBOOK

[www.manteno5.org/mms/](http://www.manteno5.org/mms/)

## WELCOME

Welcome to Manteno Middle School! Here at MMS, we are committed to making the experience of our students the best one possible. To that end, we pledge to make each day full of the most challenging and stimulating learning experiences we can. We believe that all students are capable of success in the classroom, given they bring a positive and cooperative attitude with them each day.

However, while we do believe in and look for the good in all our students, it is also important to note that we believe our students need to realize that they are responsible for their actions, and we will do all we can to instill in our student body the necessary skills to make the best decisions each day. In the event of any questions, feel free to contact the school office during normal school hours at (815) 928-7150

## SCOPE OF COVERAGE

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

## VIDEO SURVEILLANCE

Sections of Manteno CUSD #5 are under video surveillance. Manteno school buses are under audio and video surveillance.

### MANTENO SCHOOL SONG

Go You Panthers

Let's Have a Victory!

Come On and Fight You Panthers

You're As Good As Good Can Be!

So Now Let's Win You Panthers

We Know That You're the Best!

For the Purple and White Banner Over MMS!

## VOLUNTEERS AND SCHOOL VISITATION

### VISITORS

Upon entering the building, all parents, guests, and visitors must report to the office and sign-in before meeting students and staff.

### SCHOOL VISITATION RIGHTS NOTICE

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. Parents are invited to attend school at any time and are asked to report to the office and identify themselves with a State issued photo ID prior to visiting their child's class.

School age relatives and friends can often be a distracting influence to the educational process and therefore are requested not to visit school with students.-(820 ILCS 147/5) Sec. 5. Policy.

## STUDENT ATTENDANCE

### STUDENT RESIDENCY AND TUITION POLICY

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided in Board Policy or in State law. A student's residence is the same as the person who has legal custody of the student. – See Board Policy 7:60 for further information.

### SCHOOL CALENDAR

The current school calendar is available on the District website at [www.manteno5.org](http://www.manteno5.org).

## ABSENCE FROM SCHOOL

Excused absences include: illness, death in the immediate family, or other reason as approved by the principal.

If a student is ill or must be absent from school, the parents **MUST** report their student's absence every day the student will be absent. Parents may report absences by:

- Phoning our 24-hour hotline at (815) 928-7150
- Using Skyward Family Access to report on-line

If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, the school will call to inquire why the student is not at school. If the parent or guardian does not contact the school, the student will be required to submit a signed and dated note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The two types of absences are:

- **Excused Absence** - This is an absence resulting from genuine and clearly understood causes that are accepted as justification for being absent from school. They include: illness, death in the family, observance of a religious holiday, doctor or dentist appointments, or other reasons approved by the principal. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. Students are allowed to make up work with no penalty if they have an excused absence; however, a doctor's excuse may be required after the following:
  1. Five consecutive days' absences.
  2. Contagious or infectious diseases.
- **Unexcused Absence** - This is an absence without a valid cause. Examples include truancy, out-of-school suspensions, expulsions, shopping, haircuts, baby-sitting, manicures, car not starting, beauty appointments, birthdays, exceeding the 8-day limit, etc.

After the 8th accumulated day of absence, a physician's note is required to receive an excused absence. If a student presents a court subpoena, that absence will not be counted against the allotted 8 days. ***We suggest that every time a student is absent due to a situation that they were under medical care (doctor, dentist, orthodontist, etc.), a doctor's note is presented to the school so as not to count toward their 8 days.***

**If you wish to pick up your absent student's homework, we must receive the request by 9:00 AM each day. Only request homework if the student will actually finish the work. Requested homework will be available for pickup between 3:00 and 4:00 PM daily. Any requests received after 9:00 AM will be filled the following day.**

**Students with planned advance absences will need to get a pre-arranged absence form from the office. Students are responsible for collecting and completing all homework prior to their return (see section on "academic issues"). Any student who has exceeded their eight-day limit will be considered unexcused starting in the eighth day, whether or not the absence was "pre-arranged".**

## TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00 (IL School Code, Section 26-2a).

## FULL DAY ATTENDANCE REQUIREMENT

The State mandates that students, in order to be considered present for a full day, be in an educational setting for 300 minutes. If a student is present for less than 300 minutes but a minimum of 150 minutes, that student will be considered present for ½ day. Since our state funding is tied to this requirement, we encourage all students to attend full days whenever possible.

## ABSENCES AND AFTER SCHOOL ACTIVITIES

Students that are absent from school on any given day may not be admitted to any after school activities, including dances, banquets, and sporting events. The only exceptions must be approved in advance by the principal.

## ATTENDANCE ASSISTANCE PROGRAM

Manteno CUSD #5 realizes that students begin to set the pattern to drop out of school as early as third grade. Even though our attendance record is good, we will do everything to improve it. Our school district has enlisted the help of the I-KAN Attendance Assistance Program in an attempt to improve attendance. Caseworkers visit our school regularly, and when necessary, visit the homes of our students. The Attendance Assistance Program uses prevention and intervention to help solve the problems that cause poor attendance. If one of our students is referred to the program, the student and/or parents are not necessarily in danger of being disciplined. The purpose is to investigate the problems causing poor attendance and improve the situation. The principal or his/her designee will make home visits if the caseworkers are unavailable.

## STUDENT ARRIVAL AND DEPARTURE

Students report to classes at 8:05 AM and are dismissed at 2:55 PM. Students should arrive between 7:50-8:00 AM, but the doors will open at 7:35 am for bus riders. Students should clear the building by 3:10 PM.

All students are required to sign in and sign out when entering and/or leaving the building during the school day.

The drop-off lane for vehicular traffic is curbside on Poplar Street. Please pull forward to the drop-off sign posted on the light post. Please do not use the circle drive in front of the Middle School for dropping off students.

**For the safety of all students and families, drivers must follow these procedures:**

1. In the morning, drive forward into the drop-off lane. The line of cars needs to start at the second light post on Poplar Street. New signs have been posted.
2. Do not drop off students at the lighted sign. This creates a major back-up of traffic behind you. Pull forward into the drop-off lane.
3. During congested times, students shall cross Poplar Street with the crossing guards. If you choose to drive on the west side of Poplar, your child must use the crossing guard at Park Street or Division Street.
4. For afternoon pick-up, please follow the posted signs. Stay with your vehicle, as parking is not allowed in a pick-up lane.
5. Please drive slowly and carefully in the drop-off/pick-up lane.

**STUDENTS LEAVING EARLY**

To insure the safety of students leaving early, parent / guardian, or their designee must report to the office and sign the student out. Students will NOT be called out of class until the person picking the student up has arrived in the office. If someone besides the parent/guardian will be picking up the student, a note from the parent/guardian will be required in order for the student to be released to that person. Students who become ill at school will be allowed to go home ONLY after parents or emergency contact have been notified.

**SCHOOL CLOSINGS / SCHOOL SAFETY PLAN**

All staff members shall follow the Manteno School Crisis Plan, which details specific procedures for emergency situations. In the event of an emergency evacuation, it is imperative that students remain with their classes so all can be accounted for. In the event of severe weather or other school related emergencies, parents will be notified through the district website at [www.manteno5.org](http://www.manteno5.org), SkyAlert Notification System, and various media outlets such as The Daily Journal, Bourbonnais Herald, Russell Publications, WKAN (1320 AM), WVLI (95.1 FM) and WONU (89.7), WGFA (94.1 FM), WKIF (92.7 FM), and WIVR (101.7 FM).

**TARDY POLICY**

If a student is tardy in the morning but has a written excuse for "valid cause" or is late because of district transportation trouble, he/she will not be penalized. This is considered an "excused tardy". Any other tardy shall be considered "unexcused". Students who arrive late to school must report directly to the office and obtain a tardy slip.

Four unexcused tardies per semester shall result in a detention. Chronic tardiness will result in more severe discipline procedures, such as Saturday detentions.

**SKYWARD FAMILY ACCESS (ON-LINE)**

Family Access is a web-based component of Skyward, our student management system that gives parents/guardians unprecedented access to student information. This allows parents to take a much more proactive role in their student's education.

With this system, parent(s)/guardian(s) may access student attendance, student schedules, food service accounts, grading, student contact information, fees, health information, and absence notifications. Sign up at <http://www.manteno5.org/>.

**TELEPHONE MESSAGES AND EMERGENCY PHONE CALLS**

We recognize that parent(s)/guardians(s) sometimes need to communicate with their children during school hours. Except in the case of rare emergencies, students will not be called to the telephone. The office secretaries will only deliver IMPORTANT messages to the students. To avoid confusion or misunderstanding and to insure students will receive private messages, we encourage that parent(s)/guardian(s) deliver written messages to the office for delivery to their children. After-school messages are restricted to emergency only, although we cannot guarantee delivery of a message for phone calls after 2 p.m.

Students in emergency situations may use the office or classroom phones with permission only. **Students may not use their own cell phones to make or accept calls or messages during the school day.**

**HEALTH AND SAFETY**

**INJURY OR SUDDEN ILLNESS TO STUDENTS OR STAFF**

If a student becomes seriously ill or injured during school, he or she must report to the office. Parents or emergency contacts will be called. If a staff member becomes ill, students are to contact the nearest school staff member for immediate assistance or call 911.

**INSURANCE**

School and athletics insurance may be purchased through the school. The district has an agreement with a vendor providing low-cost coverage. The school assumes no responsibility or liability for any accidents or for the filing of claims. All claims must be filed in the school office. All medical bills will be charged to the parents.

## HEAD LICE

Our health offices follow the American Academy of Pediatrics and the Illinois Dept. of Public Health guidelines for controlling and treating head lice in schools as well as the removal of lingering nits:

*Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, poses little risk to others, and does not have a resulting health problem, he or she should remain in class but be discouraged from close direct head contact with others. If a child is assessed as having head lice, confidentiality must be maintained so the child is not embarrassed. The child's parent or guardian should be notified that day by telephone or a note sent home with the child at the end of the school day stating prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. (American Academy of Pediatric Clinical Report of Head Lice in Schools, Pediatrics, Vol. 110 No.3)*

No one wants head lice on their students, but be assured that lice don't fly or jump...they crawl only. Head lice are only transmitted from head-to-head contact. If there are any questions regarding our head lice procedures, please contact the school nurse.

## TREATS AND PARTY SNACKS

In order to minimize health and allergy risks, parents and students will not be permitted to supply homemade food for any class activity that involves the distribution of food to other students. All food supplied for such events must be purchased, prepackaged, sealed, and brought to the school in the original sealed packaging. Students may not leave campus for a birthday treat activity. DO NOT bring pizzas or birthday cake to eat during lunch time.

### Recommended List of Healthier Snacks

- Baked chips, (Doritos, Cheetos)
- 100 calorie packs (cookies, crackers, all variety )
- Goldfish crackers
- Nutrigrain bars & granola bars
- Tostitos & salsa cups
- 4oz fruit cups (applesauce, mixed fruit, peaches etc)
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit slices and wedges (melon, apples, peaches, pears, pineapple, oranges, tangelos, etc.)
- Cereal and low-fat / skim milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits, raisins, cranberries, apples, apricots
- Fruit smoothies made with fat-free or low-fat / skim milk
- Party mix (variety of cereals, pretzels, etc.)
- Pretzels or reduced fat crackers
- Mini bagels with whipped light or fat-free cream cheese
- Fat-free or low-fat flavored yogurt & fruit parfaits, pudding cups
- Fat-free or low-fat milk and milk products (string cheese, cheese cubes, etc.)

## ADDITIONAL RIGHTS AND RESPONSIBILITIES

### COMMUNICATION / GRIEVANCE PROCEDURE

Please follow the established communication procedure (the "chain of concern") when you have a school-related question or concern:

1. The teacher or sponsor directly involved should be contacted first.
2. If the problem is not resolved, then and only then should the principal become involved.
3. If the problem is not resolved, the parent then has the option of going to the Superintendent and finally the Board of Education.

### STUDENT RESPONSIBILITIES AND RIGHTS

Students should:

1. Come to school every day and be on time. We do not condone any "skip days."
2. Go to all classes and complete assignment(s) to the teachers' expectations.
3. Know and obey school rules.
4. Act in a way that will help them and other students learn.
5. Respect the rights of fellow students and school personnel.
6. Report school related problems to the proper authority.

7. Do their best at their studies or other school activities.
8. Ask their teachers for help when necessary.
9. Not use abusive or improper language, verbal or written.
10. Not fight or hurt other students.
11. Dress appropriately.
12. Practice habits of personal cleanliness.
13. Respect authority; obey all teachers and staff.
14. Help care for school property, books, and supplies and make payment in full for any damage to or destruction of school property.
15. Be responsible for their actions.
16. Keep all medication (prescription and non-prescription) in the main office.
17. Only take medication under adult supervision.

Students have the right to:

1. A meaningful learning experience.
2. Receive help with their studies and school related problems.
3. Protection from physical abuse, verbal abuse, or sexual harassment.
4. A written code of discipline.
5. To be disciplined in a fair and appropriate manner.
6. Know the reason for any discipline.
7. Due process in matters of disciplinary action.
8. Have parental representation when in conflict with school authority.
9. Use of school property, books, and supplies that have been properly cared for.
10. Seek help for themselves and others concerning problems relating to drugs, gangs, or sexual harassment. They should feel free to discuss these problems with the principal, assistant principal, nurse, social worker, or teacher without fear of punishment. There are people in the schools and in the community that are trained to help students solve this type of problem.

## **PARENT RESPONSIBILITIES AND RIGHTS**

Parents should:

1. Assume responsibility for their child's prompt and regular school attendance.
2. Instill in the child respect for authority, for the rights of others, and for private and public property and make the child aware that payment in full will be required for any damage to, or destruction of, school property.
3. Recognize that when children misbehave at school; they will be disciplined in accordance with the school discipline code.
4. Talk with their child about school activities; share with their child and teachers an active interest in their report cards and in school progress.
5. Safeguard the physical and mental health of their child and be responsible for periodic health examination as required by law.
6. Attend individual and group conferences and special school programs whenever possible.
7. Plan the time and place for homework assignments; provide necessary supervision.
8. Cooperate with the school by fulfilling recommendations and carrying out disciplinary actions taken in the best interest of their child.
9. Instill in your child that use of medication, both prescription and non-prescription, should only occur when **ABSOLUTELY NECESSARY**.

Parents have the right to:

1. Expect a classroom atmosphere that allows good education to take place.
2. Be granted reasonable access to school records pertaining to their child.
3. Receive periodic official reports of their child's progress.
4. The opportunity to confer with their child's teacher and/or principal regarding academic placement, progress, and social adjustment.
5. Share in the activities of the school PTO or other parent organizations.
6. Share in their child's right to due process procedures in matters of disciplinary actions.
7. Be informed of attendance, learning, or behavior problems.

## **TEACHER RESPONSIBILITIES AND RIGHTS**

Teachers should:

1. Provide the best possible education through a good classroom climate that encourages learning.
2. Be available by appointment to talk with staff, parents, and students, about class work and discipline.
3. Show concern and respect for others.
4. Plan and conduct an effective and motivating instructional program.
5. Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
6. Enforce the rules courteously, consistently, and fairly.
7. Deal with misconduct quickly, firmly, and impartially.
8. Report undesirable school situations to the principal immediately.
9. Teach respect for community property and good citizenship.

Teachers have the right to:

1. Require a reasonable standard of orderly behavior in the classroom.
2. Exclude a student from class who repeatedly misbehaves, is very disruptive, or defiant.
3. Be respected by students, parents, and other staff members.
4. Protection from physical abuse, verbal abuse, sexual harassment, and from harm or theft of personal property.
5. Support and assistance from the administration in the maintenance of control and discipline in the classroom.
6. Call for a parent/teacher conference when a student violates the discipline code.
7. Appeal to a higher administrative level if a disciplinary/behavioral conference is unsuccessful.

## **COMPLIANCE WITH TITLE IX**

It is the policy of Manteno Middle School not to discriminate on the basis of race, sex, national origin, disability, or religion in the educational programs, activities, or employment as required by the Title IX of Educational Amendments of 1972 and by Title VI of the Civil Rights Act of 1964.

## **DISTRIBUTION OF NON-CURRICULAR LITERATURE BY STUDENTS**

Any materials that are distributed on school grounds must be approved by the building administrator prior to posting or distribution.

# **ACADEMIC AND CURRICULAR ISSUES**

## **GRADING POLICY**

Grades are periodic reflections of student performance as measured by prescribed standards. Parents and students are provided a report card on a quarterly basis with an evaluation of student academic proficiency and student effort for each subject area.

In addition, mid-term grades are sent home with the student after approximately 4 weeks after a quarter has begun. This is a good indicator of how successful the student has been. However, these are not official report card grades. If parents have concerns about their child's progress at mid-term, they should call the teacher for further clarification.

Letter grades indicate student achievement in relation to established classroom standards. Grades of A, B, C, and D are passing. The grade of F is failing.

A	=	100% - 92%
B	=	91% - 83%
C	=	82% - 75%
D	=	74% - 65%
F	=	64% - 0%

For the quarterly honor roll, all subjects on the report card for which a letter grade is given are included.

- Point totals are A=5, B=4, C=3, D=2, F=1
- "A" Honor Roll = 4.5 GPA or higher
- "B" Honor Roll = 4.00 - 4.49 GPA

## **FINAL GRADE CALCULATION**

Final grades shall be calculated in the following manner:

1. The grade in each quarter is equally weighted
2. The final is calculated by averaging the letter grade from each quarter using the following point totals: A=5, B=4, C=3, D=2, F=1

3. Use the following scale when calculating the final grade:
  - a. A = 5.00 - 4.50
  - b. B = 4.49 - 3.50
  - c. C = 3.49 - 2.50
  - d. D = 2.49 - 1.50
  - e. F = 1.49 - 1.00
4. Incomplete grades cannot be issued a final grade until the incomplete is cleared.

### RETENTION / SOCIAL PROMOTION

A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted (Board Policy 6:280).

At Manteno Middle School, students who receive two or more failing final grades for the year in core subjects may be recommended for retention. Final grades will be determined by averaging the four-quarter grades a student received for that core subject. In order to avoid retention, the student may attend an approved summer school program or complete another individual remediation plan approved by the administration.

The administration makes the final decision for a student's retention with input from the classroom teacher, parent/guardian, and other school personnel as appropriate. Retention decisions are based on quantitative measures supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment. The building principal also recommends placement, promotion, or retention based on the student's best interests after a careful evaluation of the advantages and disadvantages of alternatives.

No student may spend more than two years in the same grade without approval of the Board of Education. (School Board Policy 5/10-20.9a)

### HOMEWORK

At MMS, students should expect that homework would be an important part of their academic experience. Homework assignments will be assigned to reinforce, supplement, and/or extend the work done in classrooms. Students and parents should ensure that a student has a quiet place at home each night where he/she can complete their work.

Students have as many days to make up all work as days that they were absent from school. For pre-arranged absences, students are expected to return to school with all work completed. Daily assignments not turned in on the first day of the student's return will not be accepted and no credit will be given. Tests and projects may be taken or turned-in within five school days of the return date.

Students are required to make up all of the work missed during an unexcused absence, but no credit will be given, except for tests and major projects. **Any student who has exceeded their excused absence limit will be considered unexcused, whether or not the absence was pre-arranged.**

#### Homework Policy

Students are responsible for completing all assigned work to the best of their abilities. Our school believes that student achievement increases when students are engaged in meaningful homework that provides enrichment and extra practice. It is expected that teachers will make multiple attempts to intervene and communicate with the students and/or parents about incomplete work. Ultimately, our goal is to have all students turning all their homework on time.

To assist students in that goal, Manteno Middle School has established the following late-work policies:

	On-Time	Late Work
5 <sup>TH</sup> GRADE	Potential for 100% Credit	1st day late - full credit is still given; child loses recess or other privileges to finish the work, counts as a late assignment towards quarterly incentive. 2nd and 3rd day late - If the student turns in the late assignment, then the lowest grade within the grade band will be given for the assignment. 4 or more days late - A zero may be given for the assignment.
6 <sup>TH</sup> GRADE	Potential for 100% Credit	Limit of 3 days to turn-in work, then assignment becomes missing for a zero. Passing work turned in late earn a 65% (the lowest passing grade). Work that is less than passing will receive the earned grade, which will be less than 65%.
7 <sup>TH</sup> GRADE	Potential for 100% Credit	Limit of 2 days to turn-in work, then assignment becomes missing for a zero. Passing work turned in late earn a 65% (the lowest passing grade). Work that is less than passing will receive the earned grade, which will be less than 65%.
8 <sup>TH</sup> GRADE	Potential for 100% Credit	Limit of 2 days to turn-in work, then assignment becomes missing for a zero. Passing work turned in late earn a 65% (the lowest passing grade). Work that is less than passing will receive the earned grade, which will be less than 65%.

Under special circumstances, teachers may use their professional judgment and discretion to meet individual students' needs. In addition, the student may be assigned after school detentions, Saturday detentions, or other appropriate consequences for chronic late work.

## **CHEATING**

Cheating involves any type of assignment, test, quiz, etc. in which a student copies from another student's paper, creates a "cheat sheet", uses notes without permission, electronic plagiarism, or any other form of cheating as determined by the teacher and/or administration, including aiding another student in cheating, whether or not the student actually cheated themselves.

Each occurrence of cheating will result in a grade of "0" for the score.

Additional consequences may include:

1st offense (school year): 2-hour Saturday detention and parent contact

2nd offense (school year): 4-hour Saturday detention and parent contact

3rd offense (school year): Administration's discretion

## **PHYSICAL EDUCATION**

Physical education, health, and fitness are required classes. Students are required to wear a prescribed PE uniform. These items may be purchased from the PE teachers. Students who do not dress may have their grade lowered and are subject to possible disciplinary action. Parents will be notified if students are not dressing.

According to Board Policy 7:260, in order to be excused from participation in physical education, a student must present an excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A written note from a parent/guardian will excuse a student from physical education for up to three days. For more than three days, an excuse must be submitted from a person licensed under the Medical Practice Act. If an excuse is issued from a person licensed under the Medical Practice Act then a release to return to physical activity must also be obtained from a person licensed under the Medical Practice Act. Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

Fifth grade students will not dress for physical education classes, but they will be required to keep and wear gym shoes.

## **PROTECTIVE EYEWEAR NOTICE**

Protective eyewear devices shall be required to be worn by all students, teachers and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids. If you have any questions, ask the teacher immediately.

## **ART CLASS CLOTHING PROTECTION**

Students are encouraged to bring a "painting shirt" or other protective garments to protect their clothing from damage of art class materials.

## **MIDDLE SCHOOL CALCULATOR REQUIREMENTS**

### **8th Grade Students**

Manteno High School requires the use of a TI-84 or TI-84 Plus Silver Edition graphing calculator for the following classes: Algebra I, Informal Geometry, Geometry, Algebra II, Honors Algebra II, Trigonometry, Discreet Math, and Calculus. This calculator will be valuable to students in all mathematics and science courses throughout their high school experience.

Students in 8th grade will also be required to own a TI-84 or TI-84 Plus Silver Edition calculator. There are several reasons why these specific calculators are required.

These calculators are approved for use during the ACT, SAT, and Prairie State Achievement Test examinations.

With all students using the same calculator, teachers can provide specific instruction on how to utilize the calculator during class. It is not feasible to teach several different brands at once.

Students will be able to use the calculators at home for studying and practice.

Any student taking math in college will need a graphing calculator. They have become a standard tool for math education worldwide.

These calculators can be purchased at local stores such as Staples, Office Max, Target, etc. We recommend watching the Sunday sale flyers to find sales and lower prices on these calculators. Encourage your child to save their allowance or changeover monies each week for this purchase. Some used sources are also available, and these calculators also make great promotion gifts!

### **6th and 7th Grade Students**

Students in 6th and 7th grade math will be required to own a TI-30Xa scientific calculator. These cost less than \$20 and are available at most office supply and department stores.

### **5th Grade Students**

5th grade students are required to own any basic calculator. However, since they will need a TI-30Xa scientific calculator in 6th grade, families who need to purchase a 5th grade calculator could certainly purchase the TI-30Xa now and use it for three years.

## CO-CURRICULAR MUSIC PERFORMANCES

Students who choose to participate in the music performance groups are required to attend scheduled performances. Future dates for the IESA and the Kan-Will music activities include:

	2011-2012
Kan-Will Music Festival	October 13, 2011
IESA Solo/Ensemble	March 24, 2012
IESA Organizational (hosted in Manteno)	April 28, 2012

Students enrolled in band and chorus are expected to continue their participation for the entire year. Exceptions will only be approved by the principal in consultation with the instructors, the student and the student's parents.

## PUBLIC LIBRARY SERVICES

Families are encouraged to obtain public library cards for themselves and their children. Public Libraries have resources that may supplement or enhance the resources available in our school. For example, students may check-out Reading Counts books from either the school or Manteno Public Library... and order books from other libraries nationwide through interlibrary loan. Textbooks are also on reserve at Manteno Public Library, meaning you can use the books there at the library, but cannot check them out. Computers with internet access are available to students 11 years and older with parent permission. The Manteno Public Library also has databases, such as First Search, NetLibrary eBooks and Learning Express available for patron use.

Families who reside within the Manteno School District boundaries are also residents of the Manteno Public Library District. For more information, contact the library at (815)468-3323 or on-line at [www.manteno.lib.il.us](http://www.manteno.lib.il.us)

## READING COUNTS

Manteno Middle School subscribes to Scholastic Reading Counts. Students take periodic quizzes called the "Scholastic Reading Inventory". The result, known as your child's "lexile" level, measures your child's reading ability and helps match students with appropriate books. All books in the middle school library are marked with the lexile level and point value for that book. Books identified with sensitivity issues by Scholastic are marked with a green tag and are not available for check-out by fifth grade students.

Students receive periodic reading assignments from the teachers. Chosen books must come from the list of quizzes available from "Scholastic Achievement Manager". Students may check the quiz database at [www.readingcounts.com](http://www.readingcounts.com). This website also describes the difficulty level of each book, the point value, any sensitivity concerns, and book summaries. Families are encouraged to use this resource to help their child select appropriate books.

## WORLDBOOK ENCYCLOPEDIA

Manteno Middle School has purchased a building-wide license for WorldBook Online, a very powerful research website. The World Book Web includes 27,000+ encyclopedia articles, a dictionary, an atlas, research guides, citation and timeline builders to help organize information, research tools for every age and grade level, and much more. MMS students can even use it at home! The MMS library has the access codes.

# STUDENT SUPPORT SERVICES

## GUIDANCE COUNSELOR AND SOCIAL WORKER ACCESS

Manteno Middle School offers guidance and social worker services. Parents/students should arrange an appointment to discuss any academic or social problems that they may face or have with his/her guidance counselor or by contacting the school office.

## NON-DISCRIMINATION OF PARENTING STUDENTS

Manteno Middle School does not discriminate against students who are pregnant or parenting. We accommodate students who are pregnant or parenting by offering a homebound instruction program that meets the Illinois Learning Standards and allows students to progress normally in their academic program. The homebound instruction program is jointly supervised by the building principals and the director of special education services.

## BILINGUAL EDUCATION AVAILABILITY

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.
2. Comply with State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI).
3. Comply with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students.
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment.

6. Notify parents/guardians of, and provide information about: (1) the instructional program reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet with their child's IEP, if applicable, and (7) information on parent/guardian rights.

Parental involvement will be encouraged and parents/guardians will be regularly apprised of their child's progress. Board Policy 6:160

### STUDENT SUPPORT TEAM

The Student Support Team (SST) model is a problem-solving process that involves teachers and parents working together to help students who need support. The problem solving team consists of a child's parent and school staff. The problem solving process looks at teaching methods, materials, the learning environment, and the behavioral and learning needs of the student.

The problem solving process begins when a parent or a member of the school staff has a concern about student academic progress or behavior. Parent, student (if appropriate), and school staff discuss what strategies can be used in the classroom. If additional help is needed, the school principal or other support staff will be made aware of this need, and a team meeting will be set up to talk about the concern.

At the initial SST meeting, a very brief meeting usually involving just the teacher and one other staff member, the student's strengths will be discussed (Step 1. Identify Student's Strengths), so that these can be encouraged and built upon. Questions will be asked to more clearly define the problem and to determine what the expectations are for the student (Step 2. Define the Problem in Concise Behavioral Terms). Since knowing the cause of a problem helps with effective solutions, the team discusses possible causes (Step 3. Hypothesize Reasons for Problem). The SST process focuses on data, so a way to measure progress in the problem area is devised (Step 4. Determine a Method of Data Collection). Data can then be collected before the entire team meets.

When the whole Student Support Team meets, the baseline data that was collected is reviewed, so that a goal for improvement can be set (Step 5. Identify Measurable Goal). The team then discusses possible strategies and interventions to use to make a positive difference in the area needing support (Step 6. Create Interventions). Some examples of interventions are using different teaching strategies, modifying classroom materials, or teaching social skills using a reward system.

After the interventions have been put into place, the team meets again to review the data showing the student's progress (Step 7. Evaluate the Effectiveness of Interventions). This will direct the problem solving team in determining the future plans to provide the student with the needed supports.

## BUS TRANSPORTATION

### PBIS BUS EXPECTATIONS

EXPECTATIONS	All settings	Before bus pickup	After bus drop-off	On bus
<b>*BE RESPECTFUL</b>	*to self *to others *to property	*use only your best behavior while waiting for the bus. *hands & feet to self *use appropriate language	*hands & feet to self *use appropriate language	*be courteous to fellow students and bus driver *stay in assigned seats *hands & feet to self
<b>*BE RESPONSIBLE</b>	*be prepared *be on time	*be at your bus stop prior to pick up time. The bus could be early	*be on time for boarding the bus to go home *remember to take your personal belongings before exiting the bus	*clean up your area *follow bus rules and directions from the driver
<b>*BE PRODUCTIVE</b>	*be organized *be on task	*walk safely to the bus stop. * while waiting, stay away from the street and private property. *stay away from the bus until the doors open.	*walk away from the bus and proceed safely home. *to cross the street, go around the bus crossing arm in front of the bus and wait until driver motions for you to cross	*follow bus rules and directions from the driver *be a good role model with good bus behavior

# SCHOOL LUNCH PROGRAM

## COLLECTING LUNCH MONEY

Lunch money is collected before school. Students may also bring their check to the serving line and leave it with the cafeteria staff. Parents may also deposit lunch money using a credit card through Family Access.

Please pay food service fees with a separate check from your other school fees. If you have two or more children, include a note which clearly indicates how much money you want in each child's account.

## LUNCH DEBT

Students must have money in their account in order to eat a hot lunch. Students who have accumulated a lunch debt equal to the cost of 5 hot lunches will be given a cold sandwich and milk and charged \$0.75 instead of a hot lunch until their debt is cleared. 6<sup>th</sup>-8<sup>th</sup> grade students may also choose to purchase cash items from the Ala Carte line. Fifth grade students are excluded from the Ala Carte program.

## LUNCH FEES

The prices of milk and hot lunch items will be published on the district web site at [www.manteno5.org](http://www.manteno5.org).

# BEHAVIOR AND DISCIPLINE

## MANTENO PBIS EXPECTATIONS

### *Positive Behavior Interventions and Supports*

EXPECTATIONS	All Settings	Hallways	School Yard	Cafeteria	Gym/Assemblies
<b>* BE RESPECTFUL</b>	*to self *to others *to property	*walk *quiet voices *keep clean *close lockers quietly	*hands, feet to self *use appropriate language	*quiet voices *use manners (please, thank you)	*stay seated *stay in assigned areas for seating *sit quietly *hands and feet to self
<b>*BE RESPONSIBLE</b>	*be prepared *be on time	*close and lock lockers *walk to the right	*keep clean *walk on sidewalks *think safe	*clean up after yourself	*stay in assigned areas *clean up area
<b>*BE PRODUCTIVE</b>	*be organized *be on task	*use time wisely *have pass with you	*follow directions of supervisor	*make wise choices on food	*listen to the speaker *respond appropriately

EXPECTATIONS	Before/After School	Restroom	Field Trips	Classrooms
<b>* BE RESPECTFUL</b>	*enter gym at correct time *sit and talk quietly *walk out of building	*use manners *respect property *wash hands	*quiet voices *polite to others	*Be Respectful
<b>*BE RESPONSIBLE</b>	*enter at correct times *clean up areas	*use good personal hygiene	*listen to all directions *stay in group	*Be Responsible
<b>*BE PRODUCTIVE</b>	*come to school prepared *leave prepared	*choose proper time to use restroom	*be attentive *be neat and clean *complete task	*Be Productive

## BEHAVIOR/CONSEQUENCES

It is the expectation of the administration and staff at MMS that its student body will act in a manner that reflects the maturity of middle school students. This applies to behavior on school property or at school-related events, whether those events are on or off campus. When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers, and administration to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. This handbook should not be interpreted as to cover all situations that might occur during the normal school day. Therefore, the administration reserves the right to amend these as needed to maintain safety and order in the school.

The staff at MMS believes that all students are capable of making mature decisions about how to behave while at school. We know that our students possess the ability to make good decisions, and we are committed to rewarding them when they do. However, students should also realize that their actions do have consequences, and when students make certain choices, they run the risk of being disciplined.

## STUDENT AGENDAS

Students must carry their student agenda with them at all times except lunch. Lost or damaged agendas may be replaced for \$10. These agendas are used for hall passes, procedure guides, rules, discipline, assignment notebooks, study guides, and event schedules. Students and their parent(s)/guardian(s) are responsible for knowing the dates of events they participate in. If events are added to the schedule after the agendas go to press, students must write-in the dates in their agendas. Students are responsible for all content in their agendas. Vandalized or defaced agendas must be replaced with a new one. Teachers shall monitor students' agendas for such graffiti.

## STUDENT LOCKERS

Student lockers are assigned by the office. Each locker is equipped with a combination lock. **Students must close and lock their locker after each visit.** The school will not be responsible for any stolen articles.

A student's locker is property of the school and must be used for its intended purpose of storing books, school supplies, garments, etc. If school has reasonable suspicion that the student has placed illegal or dangerous material or substances in their locker, school officials may then search the locker, with or without student's knowledge or consent.

## STUDENT DRESS CODE

Students are expected to present an appearance that:

- reflects a positive image of themselves
- does not disrupt the educational process
- does not interfere with the maintenance of a positive teaching/learning climate.

Dress and/or grooming, which are not in accord with reasonable standards of health, safety, and decency, will be considered inappropriate. The principal or his/her designee shall be the final authority for judging the appropriateness of a student's appearance, and whether such appearance is a disruption to the educational process. Teachers also have the responsibility to enforce acceptable dress standards. (School Board Policy 7:160)

The following should serve as a guideline for clothing that will be considered inappropriate and disruptive to the educational process:

- 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, cult, and satanic symbols, ghoulish details, chains, or other symbols that glorify death or mention death. Clothing that displays any insignia or sign, which shows disrespect for any race, creed, color, sex, or nationality is not permitted.
- Hats, hoods, coats, gloves, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- All clothing worn on the outside that is designed to be worn as underclothing or sleepwear is not permitted. Examples: thermal underwear, boxer shorts, pajamas, etc.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting by being too small, too tight, too large, too loose, or too exposed by showing skin and/or undergarments may not be worn at school.
- No visible tank tops, spaghetti straps, or muscle shirts may be worn. Sleeveless shirts may be worn as long as they are a fitted style around the arms and neck.
- The length of shorts or skirts must be appropriate for the school environment. Skirts should hang to a length equal to that of a student's fingertips when hanging naturally at his/her side; shirts should stay below the belt-line when arms are raised
- Appropriate footwear must be worn at all times.
- Students may not write on themselves or on their clothing.

- All visible tattoo and body piercing that cause a disruption to the educational process.
- Book bags should not be carried during the school day unless specific permission by the administration has been given. Students must keep purses locked in lockers.
- 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.

### **UNNECESSARY ITEMS / CONTRABAND**

Items deemed to be unnecessary or disruptive to the school environment may be confiscated and returned only to the parent. The school is not responsible for misplaced, lost or stolen items. These include but are not limited to toys, rubber bands, and game cartridges. Contraband is defined as goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. Contraband includes, but is not limited to illegal drugs and look-alike substances, controlled substances, alcoholic beverages, tobacco products, drug paraphernalia, weapons, prescription drugs not prescribed for the student, anabolic steroids not administered under the care of a physician, and any inhalant per board policy. Students are not permitted to carry, possess, or distribute contraband at any time. In compliance with this policy, toy guns, knives, or any toys that in the opinion of the principal/assistant principal could be construed, as a weapon not permitted at school. See Board Policy 7:190 for further information.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students using a cellular telephone, video recording device, personal digital assistant (PDA), notebook/net book, portable video games, or other electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited.

Cell phones shall be turned off and kept in the student's locker during school hours. Students may only use their cell phones outside the school building or in the school lobby before or after school. Students who violate this rule will have the item confiscated and returned only to the parent. Repeat offenses will be subject to additional consequences. Any student found using a cell phone during the school day may receive a detention or greater.

Specifically, students are allowed to use the following electronic devices in class with the teacher's permission:

- Devices specifically designed as e-Readers (i.e. Kindle, Nook, etc)
- Calculators
- School provided laptop/notebook/netbook computers
- Other electronic devices deemed appropriate by the administration

Specifically, students are NOT permitted to use the following devices in class without explicit permission of the administration:

- Cellular phones
- Smartphones (i.e. iPhone, Droid, Blackberry, etc)
- PDA/Music players (i.e. iPod Touch, iPods, MP3 players, etc)
- Tablet computers (i.e. iPad, Xoom, Galaxy, etc)
- Games (PSP, DS, etc)
- Personal computers (laptop, notebook, netbook, etc)

Using any device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Devices that are used not in the accordance of this Board Policy may be confiscated and discipline may result. Any approved or unapproved devices brought to school are the sole responsibility of students. Parents/guardians should be aware that the District is not responsible for damage, theft or any other loss to student-owned equipment. Board Policy 7:190 (105 ILCS 5/10-20.28; 720 ILCS 5/44-3)]

### **INSURANCE**

The school has purchased student accident insurance coverage on your child's behalf. This program provides coverage for your child for any injuries incurred while participated in any school sponsored and/or supervised activity, including athletics. Aside from school sponsored coverage that the district has provided on your student's behalf, dental accident coverage and also 24 hour coverage that provides protection during vacations and weekends is offered to you should you elect to purchase additional coverage. ***Please note that the school district does NOT carry insurance on any personal property that is brought to school such as clothing, band instruments, and other items. Students and parents may want to schedule expensive items on their homeowner insurance policy.***

### **BICYCLES, SKATEBOARDS, AND ROLLERBLADES**

Students who ride bicycles to school are to walk their bikes on school property. Bicycles shall be parked outside at designated bike racks. Bicycles need to be secured with locks and chains. Students who do not follow common safety rules or who break municipal traffic laws will have the privilege of riding their bicycles to school suspended. **Skateboards and rollerblades are not allowed on school property.**

### **TRESPASSING PROHIBITION**

Trespassing on school grounds during and after school hours is not permitted.

## **PHYSICAL ALTERCATION**

Any physical altercation between two or more students will be investigated by principal and/or assistant principal and or/ dean. After the investigation is complete the students may or may not be disciplined as a result of the altercation. Any student involved in a physical altercation may be prohibited from attending extracurricular activities which includes but is not limited to dances and sporting events.

At the administrator's discretion, the Manteno Police may be called to arrest students who are involved in violent physical altercations. This is to ensure the safety of our students and staff.

## **HAZING PROHIBITED**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club or athletic team whose members are or include other students.

Students engaging in hazing may be subject to one or more of the following disciplinary actions:

1. Removal from the extra-curricular activities,
2. Conference with parents/guardians, and/or
3. Referral to the appropriate law enforcement agency.

Students engaging in hazing that endanger the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

## **CORPORAL PUNISHMENT AND STUDENT SAFETY**

The use of corporal punishment is prohibited. Corporal punishment is defined as paddling, slapping, or prolonged maintenance of students in physically painful positions. Classroom teachers and other staff members shall refrain from using disciplinary methods that may be physically or psychologically damaging to children such as ridicule, excessive display of temper, etc. Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm. Classroom teachers may remove or have a student removed from the classroom for disruptive behavior.

## **DAMAGE TO SCHOOL PROPERTY**

Students will be required to pay for any damage caused by their actions. Teachers must report all noticed damages to the principal immediately. Vandalism to school property can result in the student being expelled from school (see board policy 7:170).

## **SOCIAL PROBATION**

Social probation prohibits all participation in or attendance at activities (such as dances, promotion, banquets, athletics, concerts, musicals, plays, clubs, organizations, incentive trips, extra-curricular and co-curricular activities, and field trips) will be forfeited for a period of time to be determined by the administration. Membership or participation in a school-sanctioned activity is a privilege and not a property right. Social probation may be issued as a consequence for inappropriate behavior.

## **THREATENING ACTS**

Making any jokes or statements regarding bombs, shootings, and/or threats to students or any staff member at CUSD#5, on or off school property could be grounds for school/criminal penalties. Written or verbal threats made by a student will be investigated by the administration. Appropriate disciplinary action will then be dispensed based on administrator discretion. At the administrator's discretion, the Manteno police may be called to ensure the safety of our students and staff. Offenses of this nature, verbal or written threats, can be punishable by up to two years of expulsion.

## **DETENTION PROCEDURES**

Students will be issued a detention slip at least one day prior to the detention that needs to be signed by the parent/guardian. The signed detention slip will allow the student to enter the detention hall. Detentions are held Tuesday's and Thursday's from 3:00-3:45 p.m. in the MMS Library.

## **LEVEL 1 ACTS OF MISCONDUCT**

Level 1 Acts of Misconduct are minor misbehaviors that interrupt the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Level 1 misbehaviors include, but are not restricted to, the following:

- Classroom disturbances
- Dishonesty
- Failure to carry out directions
- Tardiness
- Littering
- Bus misconduct
- Other

## **LEVEL 1 DISCIPLINARY ACTIONS**

There is intervention by the staff member who is supervising the student or who observes the misbehavior. When a violation occurs, the staff member will use one of the disciplinary options below. Repeated misbehavior may require a parent/teacher conference or a parent/ teacher/administrator conference. The staff member or office maintains a proper and accurate record of the offense and disciplinary action.

### **DISCIPLINARY OPTIONS**

- Verbal reprimand
- Conference with student
- Student Action Journal
- Keep It Clean
- Withdrawal of privileges
- Referral to student support services
- Detention
- Consequences as stated by classroom management plan
- Behavior contract
- Notify parent
- Approved classroom management plan

## **LEVEL 2 ACTS OF MISCONDUCT**

Level 2 Acts of Misconduct involve misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Level 2 and repeated acts of Level 1 misbehaviors may require the intervention of personnel on the administrative level. Level 2 misbehaviors include, but are not restricted to, the following:

- Continuation of Level 1 Acts of Misconduct
- Forgery or the use of forged notes or excuses
- Cheating
- Disrespect/insubordination (eg: talking back, inappropriate language, shouting out in class, etc)
- Refusal to identify self
- Misrepresenting/lying
- Physical aggression
- Relational aggression
- Loitering
- Verbal abuse
- Stealing (minor)
- Truancy
- Failure to abide by corrective measures for misconduct

## **LEVEL 2 DISCIPLINARY ACTIONS**

The student may be referred to the administration for appropriate disciplinary action. The appropriate authority meets with the student and/or teacher and affects the most appropriate response. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The appropriate authority maintains a proper and accurate record of the offense and disciplinary action.

### **DISCIPLINARY OPTIONS**

- Notify parent
- Conference with student
- Student Action Journal
- Detention
- Restitution
- Withdrawal of privileges
- Referral to student support services
- In-School Suspension and/or Behavior Modification
- Suspension of bus privileges

- Referral to outside agency
- Saturday School
  - ▶ ½ Day Saturday School –  
8 a.m. – 10 a.m.
  - ▶ Full Day Saturday School –  
8 a.m. – 12 p.m.

### **LEVEL 3 ACTS OF MISCONDUCT**

Level 3 Acts of Misconduct involve acts directed against person or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 2 Acts of Misconduct
- Possession of, or use of, tobacco on, or adjacent to school property
- Possession of prescription and non-prescription medication
- Claiming to have or possessing drugs or look-a-like drugs
- Claiming to have or possessing look-a-like weapons, contraband
- Possession, use or under the influence of alcohol
- Possession with intent to deliver or sell a look-a-like drug
- Possession of or use of inhalants or any materials intended for use as inhalants.
- Solicitation of a controlled substance/alcohol
- Gambling
- Fighting / threats to others
- Relational aggression, bullying, cyber, bullying, hazing, harassment
- Vandalism
- Extortion
- Trespassing
- Gang related activities (gang talk, symbols, recruitment or aid to gangs)
- Tampering with computers (hardware, software, network, etc.) in a manner not authorized by school personnel.
- Sexual Harassment

### **LEVEL 3 DISCIPLINARY ACTIONS**

The administrator initiates disciplinary action by investigation the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The administrator maintains a proper and accurate record of the offense and disciplinary action. School officials contact law enforcement officials when necessary.

### **DISCIPLINARY OPTIONS**

- Temporary removal from class
- Referral to student support services
- Financial restitution
- Out-of-School suspension
- In-School Suspension and/or Behavior Modification
- Referral to outside agency
- Expulsion
- Saturday School
  - ▶ ½ Day Saturday School –  
8 a.m. – 10 a.m.
  - ▶ Full Day Saturday School –  
8 a.m. – 12 p.m.
- Alternative Programs or other appropriate district alternatives

## **LEVEL 4 ACTS OF MISCONDUCT**

Level 4 Acts of Misconduct involve actions so serious that they always require administrative actions, which may result in temporary removal from school. Level 4 Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 3 Acts of Misconduct
- Furnishing or selling controlled substances (drugs)
- Possession with intent to deliver a controlled substance (drugs)
- Possession, use, or verbal threat of a weapon
- Use or possession of a hazardous substance
- Bomb threats
- Setting fires
- Setting false fire alarms/false 911 calls
- Taking property of others with the threat of force or violence
- Possession and/or sale of stolen property
- Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

## **LEVEL 4 DISCIPLINARY ACTIONS**

The administrator verifies the offense, confers with the staff member(s) involved and meets with the student. The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement officials when appropriate. A complete and accurate report is submitted to the superintendent.

### **DISCIPLINARY OPTIONS**

- Out-of-School suspension
- In-School Suspension and/or Behavior Modification
- Alternative Programs for disruptive youth
- Homebound instruction
- Other appropriate district alternatives
- Board action, which results in appropriate placement
- Referral to student support services
- Referral to outside agency
- Expulsion
- Saturday School
  - ▶ ½ Day Saturday School –  
8 a.m. – 10 a.m.
  - ▶ Full Day Saturday School –  
8 a.m. – 12 p.m.

## **ELECTRONIC ACTIVITY**

Students may not engage in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or device is located on- or off-campus, that 1) poses a threat or danger to the safety of other students, staff, or school property; 2) interferes with school purposes or an educational function; or 3) is disruptive to the school environment.

## **SUSPENSION AND EXPULSION PROCEDURES**

The following are suspension procedures according to Board Policy 7:200

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

The following is expulsion procedures according to board policy 7:210

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing office shall hear evidence of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. (105 ILCS 5/10-22.6)

## **HISTORY AND IMPLEMENTATION OF IN-SCHOOL SUSPENSIONS**

As part of the Manteno Middle School discipline plan, students may earn suspensions for severe or repetitive misbehaviors. There are two kinds of suspensions given: in-school and out-of-school.

Prior to September 2006, most MMS suspensions were issued as out-of-school suspensions. Students serving an out-of-school suspension may not get credit for their make-up homework. These students cannot be claimed for state aid, so the district loses state funding anytime students are serving an out-of-school suspension.

In 2006, the Board of Education created a new job position called In-School Suspension Supervisor. The first room was housed in the middle school basement. Students in grades 6-12 attended the in-school suspension room whenever they were assigned that consequence. The school district was able to capture more state funding because more students were in attendance at school.

In August 2007, the program moved to Manteno High School, where a designated classroom was designed as part of the major construction project. The designated room is near the counselors' office and includes private study carrels and a self-contained restroom. Students are supervised by an adult who provides instructional support and supervision. Students are guided in the completion of their homework, helping kids to maintain their academic progress.

## **SERVING SUSPENSION OR EXPULSION IMPOSED BY ANOTHER SCHOOL**

No school district is required to admit a new student who is transferring from an in-state/out-of-state public or private school, which is suspended or expelled for any reason. The student must complete the entire term of the suspension or expulsion before being admitted into the school district. Placement of such a child in an alternative school program may be required under the direction of a child's IEP. (105 ILCS 5/2-3.13a)

## **DISTRICT STATEMENT REGARDING STUDENT RIGHTS**

Students have asked many questions about their rights regarding locker searches, controlled substances, and other important school issues. This message shall attempt to help students understand their rights and responsibilities in these matters.

First, students should have no expectations of privacy in their school lockers and/or vehicles on school property. Lockers are school property, and any school official with reasonable suspicion may search your locker at any time. School officials also have the right to question students, perform other searches with reasonable suspicion, and confiscate found materials. Students who fail to comply with these are subject to discipline for insubordination.

Second, students are not permitted to carry, possess, or distribute contraband at any time. The legal definition of contraband is goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. (Please refer to your student handbook under "contraband".) Contraband includes, but is not limited to the following:

- illegal drugs and look-alike substances
- alcoholic beverages
- tobacco products
- drug paraphernalia
- weapons and look-alike weapons
- toys or other items that could be construed as a weapon
- nude or inappropriate images or media

There have been cases in which students have brought scout knives, pocket knives, pellet guns, plastic toy guns, or similar objects to school to show their friends and classmates. It may seem like most of these things would never be a problem. However, the school is responsible for the safety of all students. The Illinois school code states that students who use or possess "look-alikes" of contraband are subject to the same penalties, including suspension and/or expulsion.

Third, any student found in possession of, or under the influence of, an alcoholic beverage, a controlled substance, narcotic and/or other illegal drug including look-a-like substances, or marijuana, has clearly participated in an illegal act. Students found in possession of, or under the influence of, these mentioned substances by any employee on school grounds or at any school function shall be suspended for up to ten (10) days. Please note that this is very serious and students can be expelled from school for up to two (2) calendar years for such offenses.

In conclusion, our primary job is to provide a safe and secure environment for students. School officials are working to maintain the best learning environment for everyone. We need your help in making Manteno CUSD #5 the best school district we can be.

# SCHOOL AWARDS PROGRAM

## AMERICAN LEGION AWARD (8<sup>TH</sup> GRADE)

The American Legion Award is given one boy and one girl in the 8<sup>th</sup> grade at Manteno Middle School. Teachers nominate students based upon their demonstration of citizenship and leadership during their middle school years.

## PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE ("GOLD" CERTIFICATE – 8<sup>TH</sup> GRADE)

- Students must achieve an "A" average on the 8<sup>th</sup> grade honor roll; and
- Students must demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment; and
- Recommendation of two teachers (or one teacher and one staff member) members.

## PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT ("SILVER" CERTIFICATE – 8<sup>TH</sup> GRADE)

- Show tremendous growth but not meet all the criteria for the President's Award for Educational Excellence; or
- Demonstrate unusual commitment to learning in academics despite various obstacles; or
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work; or
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in core subjects; or
- Demonstrate achievement in the arts such as music or theater.

## PEOPLE AWARD: PANTHERS EXHIBIT OUTSTANDING LEADERSHIP, EFFORT, AND PRIDE (8<sup>TH</sup> GRADE)

The P.E.O.P.L.E. Award is given to one 8<sup>th</sup> grade student at Manteno Middle School. Interested students must complete and turn-in an application form. Teachers select the award recipient based upon the following criteria:

- Citizenship: community involvement through volunteer work in a club, church, or civic organization.
- Leadership: the holding of a leadership position within the school or community (such as student government, school clubs, community or civic organizations).
- Scholarship: performance in the classroom indicative of the desire to achieve academically.
- Sportsmanship: display of characteristics of good sportsmanship, whether it be through participation in or support of the school's extra-curricular activities

## ILLINOIS PRINCIPAL'S ASSOCIATION AWARD (8<sup>TH</sup> GRADE)

The school principal may designate up to two 8<sup>th</sup> grade student recipients of this award.

## PROMOTION SPEAKER (8<sup>TH</sup> GRADE)

The student council president gives the welcoming address at the 8<sup>th</sup> grade promotion ceremony. The student council president is elected by secret ballot during annual student elections. A written speech is prepared in advance and is approved by the principal.

## PLEDGE OF ALLEGIANCE (8<sup>TH</sup> GRADE)

One 8<sup>th</sup> grade student will be selected to lead the pledge to the American flag at the 8<sup>th</sup> grade promotion ceremony. Teachers will select this student through a patriotic essay.

## CLASSROOM AWARDS

Each classroom teacher grants awards for straight "A's" or "A" averages for the whole school year.

## SCIENCE FAIR MEDALLION

Students are selected by the science teachers for achieving excellence in their science fair projects.

## HONOR ROLL

For the quarterly honor roll, all subjects on the report card for which a letter grade is given are included.

- Point totals are A=5, B=4, C=3, D=2, F=1
- "A" Honor Roll = 4.50 GPA or higher
- "B" Honor Roll = 4.00-4.49 GPA

## PERFECT ATTENDANCE AWARDS

Various perfect attendance incentives may be announced throughout the year. Perfect attendance requires full attendance on all days. Both excused and unexcused absences (plus tardiness to school) are deducted when calculating perfect attendance.

# EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

## PURPOSE

Students of Manteno CUSD #5 who take part in any extra-curricular activity represent our school and the community of Manteno by their actions and conduct. The administration, coaches, teachers, sponsors, and parents of the District take pride in our student body; therefore, we require that they demonstrate behavior becoming to our expectations. Participation in any extracurricular activity is an honor and a privilege but not a right. This privilege may be suspended or revoked when their actions or behavior are in violation of this Code of Ethics.

## **SCHOOL DANCE**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials.
- Use, possess, distribute, purchase, or sell alcoholic beverages.
- Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school; or
- Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **REQUIREMENTS FOR EXTRA-CURRICULAR PARTICIPATION**

Beginning with the 2011-2012 school year, all students wishing to participate in an extra-curricular activity that requires a participation fee must have all "previous fee balances" paid before participating (including tryouts).

## **CONFLICTS BETWEEN SCHOOL ACTIVITIES**

Coaches, sponsors, and other school activity leaders shall work together to avoid and resolve scheduling conflicts. When conflicts arise, school leaders shall work towards a sharing arrangement or other reasonable accommodations.

In general, if two equivalent events conflict -- such as a school game and a school concert -- the student may choose which event to attend at no penalty from either activity. If two unequal events conflict -- such as a school practice and a school concert /or/ a school rehearsal and a school game -- the student shall attend the event with the highest weighting (in this example, the school concert /or/ the school game).

## **Co-curricular and Athletic Rules and Code of Ethics for Manteno High School and Middle School**

Board Policy 7:240

## **CODE OF ETHICS**

### **Application and Enforcement**

The Code of Ethics applies year round and it is understood that the consequences delineated below are the minimum penalties you may expect. The coach/sponsor may recommend more severe measures depending on unique circumstances, the student's attitude, and the student's cooperation. It is the responsibility of the school administration and/or disciplinary board to enforce the disciplinary measures outlined in the Code of Ethics. Should the suspension not be completed by the end of the current sport/activity, the remainder of the suspension will be completed in the student's next sport/activity. On returning from a suspension, the student has no guarantee that they will have the same position.

### **Disciplinary Board**

The disciplinary board will consist of the building principal and/or the building assistant principal, building athletic director, a fine arts sponsor, a student council or class sponsor, a coach from a men's athletic team, and a coach from a women's athletic team.

### **Reporting of Incidents**

Documentation of offenses that occur on school grounds and/or during school activities could be either through a police report, appropriate school personnel, or student admission. Documentation of offenses that occur off school grounds and/or during non-school activities could be either through a police report or student admission.

### **Violations and Consequences**

The consequences defined below apply to participants in sports and show choir. The disciplinary board will determine consequences for violators in all other extracurricular activities.

#### **Category One Violations**

- Use or possession of any tobacco substance.

#### *First Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor with meeting held, and
- c) documentation, and
- d) suspension from 10% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- e) continued attendance at team practice required.

### *Second Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor with meeting held, and
- c) documentation, and
- d) suspension from 40% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- e) continued attendance at team practice required.

### *Third Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor with meeting held, and
- c) documentation, and
- d) suspension from all extracurricular contests for one calendar year (365 days).

### Category Two Violations

- Attendance at parties or other activities where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcoholic beverages and/or illegal drugs are being illegally transported.
- or possession of a controlled substance.
- Use or possession of an alcoholic beverage.

### *First Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- c) documentation, and
- d) suspension from 25% of contests for that season to be carried over to the next sport/season, and
- e) continued attendance at team practice required.

### *Second Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- c) documentation, and
- d) suspension from 100% of contests for that season to be carried over to the next sport/season, and
- e) continued attendance at team practice required.

### *Third Offense Consequences*

- a) counsel student, and
- b) notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- c) documentation, and
- d) suspension from all extracurricular activities for one calendar year (365 days).

### Category Three Violations

- Gross Misbehavior (any conduct of a student that results in an out-of-school suspension and other conduct not falling under any other Violation of the Code of Ethics).The disciplinary board will meet to determine the consequences for a Category Three Violation. They will vote on the consequences that are listed below based on the severity of the action by the student with the building principal having the tie-breaking vote if needed.

### *Consequences:*

- a) counsel student, and
- b) notify parents and coach/sponsor with a meeting held, and
- c) documentation, and
- d) suspension from a percentage of contests to be determined by the disciplinary board.

### Team Rules

The High School varsity coach/sponsor will be responsible for overseeing the entire program in that extracurricular activity (K-12), and will establish rules and regulations for every level of their activity. The athletic director and varsity coach/sponsor will organize a mandatory meeting for the participants and their parent(s) to explain the team rules and this Code of Ethics. If a student and a parent are not able to attend the specific activity meeting, they must meet with the coach/sponsor and/or athletic director. All rules established by coaches must be in writing and approved by the athletic director, with a copy given to the principal, each student and parent.

### **Right of Appeal**

Each discipline situation is unique and will be dealt with on an individual basis. There is an established procedure, which provides for the appeal of disciplinary action as follows:

1. The complainant shall first bring said complaint to the coach/sponsor concerned.
2. If the problem cannot be resolved, it should be brought to the attention of the athletic director.
3. If the problem still cannot be resolved, it should be brought to the attention of the principal.
4. The complainant may refer the issue to the Superintendent by requesting an appointment in writing for a review and decision.
5. If the above steps do not resolve the concern of the complainant, he or she may request a review by the board appointed hearing officer.

### **Scholastic Eligibility at MMS**

Scholastic eligibility applies to any extracurricular activity in which interscholastic competition takes place. This also includes activities sponsored by the IESA and the Kan-Will Conference which require scholastic eligibility. In order to remain academically eligible at Manteno Middle School, a student must be passing all subjects cumulatively each week.

- A grade of A, B, C, or D will be recognized as a passing grade.
- The athletic director will check eligibility each week.
- Any student that is marked scholastically ineligible for 3 consecutive weeks will be dismissed from the activity.

Eligibility shall be checked weekly on Friday to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last weekday of student attendance.

The administration shall establish a calendar for each sport and activity defining the start of the season and the start of eligibility checks. At the beginning of a new term, teachers shall have recorded five grades before eligibility shall be marked for that course.

### **IESA**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Code of Conduct, the most stringent rule will be enforced.

### **Sunday Activities**

Student activities, games, or practices shall not be scheduled on Sunday. Any exception to this policy must be approved in advance by Superintendent or the Board of Education.

### **Misconduct at Extracurricular Events**

*Board Policy 7:190*

Anyone in attendance at an extracurricular event on school property can be excluded from attending any extracurricular event for up to one year for conduct deemed inappropriate by the school authorities.

### **Requirements for Athletic Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. Payment of the \$75 participation fee or other fee(s) established by the Board of Education
3. A signed form showing that the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
4. All previous fee balances must be paid before participating (including tryouts).

High school varsity athletes and their parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

### **Behavioral Conduct**

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

The school administration is authorized to discipline students for gross disobedience or misconduct for engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

#### **Absence from School on Day of Activity**

An athlete who is absent from school after noon on the day of an activity

All students absent from school for more than one-half of the school day (150 Minutes -- attend school until 10:41 or arrive to school by 12:12) of an activity, is ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach or administration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

#### **Travel**

Students may ride home only with their own parents. The parent shall submit written permission to the coach. If the student needs to ride to the event with his/her parent, the parent shall submit a written request to the coach and the building principal for consideration and approval.

#### **Web Sites and Safety**

Parents and students are hereby notified of the existence of non-district web sites that highlight student athletes, extra-curricular participants, and display game/activity schedules. These sites may even highlight individual schools. These third-party sites are not under the ownership nor are they under direct control of the district. Therefore students should not post personal contact information (home phone number, personal cell phone number, personal email address, home mailing address, parent names, and parent contact information) on these sites. Many of these sites are used by other schools and news outlets wherein videotaped games or performances may be placed on the internet without notification to the school, the district, or the student. Therefore students participating in extra-curricular activities shall/must have their parents sign and agree to the District's media release form. Students whose families do not agree to the media release form shall not be allowed to participate in extra-curricular activities.

# **MANTENO COMMUNITY UNIT DISTRICT NO. 5 DISTRICT HANDBOOK 2011-2012**



*This handbook represents the most up-to-date information available at the time of publishing and may be amended during the year without notice. It should not be assumed that this handbook is all inclusive as to cover every situation. (These policies are in addition to Board Policy). Situations arising that are not contained herein will be covered by Board Policy, State statutes/Illinois School Code, or Administrative Policy. School administration and staff may have to make decisions (not mentioned in this handbook) to maintain an adequate learning environment. Any decisions rendered will be made in the best interest of all students.*

## **MISSION STATEMENT**

*The mission of the Manteno Public Schools is to provide all students with a safe environment of quality life-long educational experience. These experiences shall nurture one's academic, social, emotional and physical needs, enabling all to be productive members of society.*

## **DISCLAIMER**

This handbook represents the most up-to-date information available at the time of publishing and may be amended during the year without notice. It should not be assumed that this handbook is all inclusive as to cover every situation. (These policies are in addition to Board Policy). Situations arising that are not contained herein will be covered by Board Policy, State statutes/Illinois School Code, or Administrative Policy. School administration and staff may have to make decisions (not mentioned in this handbook) to maintain an adequate learning environment. Any decisions rendered will be made in the best interest of all students.

## **COMPLIANCE WITH TITLE IX**

It is the policy of Manteno CUSD No. 5 not to discriminate on the basis of race, sex, national origin, disability, or religion in the educational programs, activities, or employment as required by the Title IX of Educational Amendments of 1972 and by Title VI of the Civil Rights Act of 1964.

## **GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.manteno5.org/> or at the District Office.

**BOARD OF EDUCATION**

Mark Stauffenberg, President  
Gary Preston, Vice-President  
Patrick Mallaney, Secretary  
Gale Dodge, Member  
Elizabeth Hofmeister, Member  
Mike Nelson, Member  
Jon Toepper, Member

***DISTRICT OFFICE***

Phone: 815-928-7000  
Fax: 815-468-6439

Superintendent, Dawn Russert  
Director of Curriculum and Assessment, Joshua Ruland - [jruland@manteno5.org](mailto:jruland@manteno5.org)

84 North Oak Street  
Manteno, IL 60950

***PRIMARY SCHOOL***

Phone: 815-928-7050  
Fax: 815-468-3030

Principal, Joseph Palicki - [jpalicki@manteno5.org](mailto:jpalicki@manteno5.org)

251 North Maple Street  
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***ELEMENTARY SCHOOL***

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Principal, Roger Schnitzler – [rschnitzler@manteno5.org](mailto:rschnitzler@manteno5.org)

Asst. Principal, Scarlett Clark – [sclark@manteno5.org](mailto:sclark@manteno5.org)

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***MIDDLE SCHOOL***

Phone: 815-928-7150  
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Asst. Principal, Randall Fortin – [rfortin@manteno5.org](mailto:rfortin@manteno5.org)

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Manteno, IL 60950

***HIGH SCHOOL***

Phone: 815-928-7100  
Fax: 815-468-2344

Principal, Paul Russert – [prussert@manteno5.org](mailto:prussert@manteno5.org)

Asst. Principal/Athletic Director

Asst. Principal, R.J. Haines – [rhaines@manteno5.org](mailto:rhaines@manteno5.org)

443 North Maple Street  
Manteno, IL 60950

***SPECIAL EDUCATION***

Phone: 815-928-7005  
Fax: 815-928-7251

Director, Andy Furbee – [afurbee@manteno5.org](mailto:afurbee@manteno5.org)

250 North Poplar  
Manteno, IL 60950

## **SKYLERT NOTIFICATION SYSTEM**

The District uses Skylert to make notifications to parents and guardians via telephone, SMS (text messaging) and email. Notifications include emergencies such as school closings, attendance alerts that your student is not in attendance, food service alerts that your child has a negative balance and general notifications about cancelled practices, upcoming events, etc. Custodial parents/guardians are able to change or add additional contact phone numbers, SMS numbers and e-mail as well as to select which types of notifications to receive using the Family Access website.

## **REQUIREMENTS FOR STUDENTS NEW TO THE DISTRICT**

All students must register for school each year on the dates and at the place designated by the Superintendent. Students enrolling in the District for the first time must present:

1. A certified copy of his/her birth certificate or other reliable proof of identity and age.
2. Proof of residence, as required by Board Policy 7:60.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 7:100.

## **STUDENT SERVICES**

### **TRANSPORTATION REIMBURSEMENT ELIGIBILITY AND DISPUTE RESOLUTION**

*Board Policy 4:110*

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at the current IRS reimbursable mileage rate.

If you can answer yes to the following questions for the 2011-2012 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2011, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2011.

In addition, parent(s)/guardian(s) who have pupils living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2012, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information. Parents who received verification of a safety hazard during and after the 2004-2005 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated. If you have any questions, please call or come to the school.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

*Board Policy 4:130*

### **ELIGIBILITY CRITERIA AND SELECTION OF CHILDREN**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

## **NOTIFICATION**

At the beginning of each school year the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to:

(1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website, all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

## **WAIVER OF STUDENT FEES**

*Board Policies 4:140, 4:140-E1, 4:140-E2*

It is the policy of the Manteno School Board to charge a fee for the use of textbooks and consumable materials. The Board may also establish a fee for some extracurricular activities. All fees must be paid in the school office or by Family Access at [www.manteno5.org](http://www.manteno5.org). Teachers will not handle school fees.

Students will be expected to pay for any willful damage to school property or for loss of school books.

Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from participation fees, charges for lost and damaged books, materials, supplies, and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal.

An authorized school representative will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. An authorized school representative's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the school's authorized representative.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

## **ALTERNATIVE LEARNING OPPORTUNITIES**

### **STUDENTS AT RISK OF ACADEMIC FAILURE**

*Board Policy 6:110*

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- \* Parent-teacher conferences
- \* Counseling services by social workers and/or guidance counselors
- \* Counseling services by psychologists
- \* Psychological testing
- \* Truants' alternative and optional education program
- \* Alternative school placement
- \* Community agency services
- \* Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- \* Graduation incentives program

The District may offer an alternative education program for truants. Such program will access supplemental State aid.

## **ENGLISH LANGUAGE LEARNERS**

*Board Policy 6:160*

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

## **TITLE I PROGRAMS**

*Board Policy 6:170*

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

## **TITLE I PARENTAL INVOLVEMENT**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

## **STUDENT AND FAMILY PRIVACY**

*Board Policies 7:15, 7:50, 7:270*

These Board Policies addresses student privacy and parental access to information relating to instructional materials, surveys, physical examinations/screenings and collection of personal information for marketing purposes. Upon request, a parent/guardian may obtain a copy of Policy No. 7:15 from the District office or view the policies on the District website. A summary of the policy is set forth below.

## **INSTRUCTIONAL MATERIAL**

Upon request, a parent may inspect any instructional material (as defined in [Board Policy 7:15](#)) used as part of the educational curriculum for his or her child.

## **INSTRUCTION ON ABDUCTION AND SEXUAL ABUSE**

The schools will provide instruction, study and discussion of effective methods by which students may recognize the danger of and avoid abduction. Every school maintaining grades K-8 shall provide for such grades, instruction, study, and discussion of effective methods for prevention and avoidance of drug and substance abuse.

No pupil in grades K-8 shall be required to take or participate in any class or course providing instruction in recognizing and avoiding sexual abuse if the parent or guardian of the pupil submits written objection and refusal participation in such class or course. The failure to participate in such class after a written objection has been submitted shall not be reason for failing, suspending or expelling the student. The schools will provide written notice to the parents or guardians of students 5 days before beginning classes. The instruction may be provided by an outside agency.

## **SURVEYS CREATED BY A THIRD PARTY**

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

## **SURVEYS REQUESTING CERTAIN PERSONAL INFORMATION**

Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sexual behavior 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; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

## **PHYSICAL EXAMS OR SCREENINGS**

Parents will receive prior notice of any non-emergency, invasive physical examination or screening (as defined in [Board Policy 7:15](#)) that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. A parent may opt out his/her children out of participation in such a physical examination or screening.

## **VISION SCREENINGS**

Vision Screenings are conducted by the school nurse for grades Early Childhood, Pre-K, Kindergarten, 2nd, 8th and all students with individual educational plans. All Illinois kindergarten students must have an eye exam by a licensed optometrist or ophthalmologist by October 15th. District Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. (105 ILCS 5/27-8.1)

## **DENTAL EXAMS**

All children entering Kindergarten, second grade and sixth grade must show proof of having a dental exam. Parents/guardians must submit proof of such examination at least 60 days before May 15th of each school year per Public Act 095-0297. Waiver forms are available for individual cases and can be obtained from the school nurse. (105 ILCS 5/27-8.1)

## **SCHOOL PHYSICALS (6TH GRADE)**

Sixth graders are now mandated to receive school physicals, updated immunizations and a dental exam. Sixth grade students are required to provide the school with evidence of a physical examination completed within one year prior to the **first day** of Sixth grade. This requirement is set forth in the State of Illinois School Code. Please note: The health history portion of the physical exam must be filled out and signed by the parent for the physical to be valid. Schools also are required by law to maintain documented proof of immunization for diphtheria, pertussis, tetanus, polio, measles, mumps and rubella and Hepatitis B on all students. **These requirements should be fulfilled by the first day of school.** Please contact the school nurse at 815-802-7326 if you have any questions.

## **SPORTS PHYSICALS**

All individuals planning to participate in school sponsored sports are required to have a sport physical. A sport physical does not suffice as a school physical for sixth or ninth grades.

## **NOTICE TO PARENTS OF STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED RE: SPECIAL STATE SCHOOLS**

Children who are deaf, hard of hearing, blind or visually impaired may be served by local schools that provide services similar to those provided by the Illinois School for the Deaf or the Illinois School for the Visually Impaired. Contact information for these schools is as follows:

Illinois School for the Visually Impaired

1-800-919-5617

DHS.ISVI@Illinois.gov

Illinois School for the Deaf

1-217-479-4200

Carolyn.Eilering@Illinois.gov

(105 ILCS 5/14-8.02(b))

## **COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES**

*Board Policy 7:15*

In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may opt his/her children out of participation in the completion of or response to any such instrument.

## **OPT-OUT/INSPECTION REQUEST PROCEDURES**

Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District Office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

## **ADDITIONAL NOTICE TO PARENTS**

The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings as defined in Board Policy 7:15.

## **ADMINISTRATION OF MEDICATIONS**

*Board Policy 7:270*

No school personnel shall administer to any student, nor shall a student possess or consume any prescription or non-prescription medication, until a completed and signed medication authorization form (Form 7:270-E) is filed, which is available from each school and on the District Website. These forms will be kept on file and must be obtained before any medication is dispensed.

The form will specify the times at which the medication must be dispensed as well as the dosage, duration, and intervals. All medications will be kept in the school office. No student will be permitted to keep medication in his/her desk, locker, pocket, and lunch box or book bag. The only exception to this rule is an authorized statement by a physician concerning inhalers or self injectables (approved by authorized school personnel).

### **ASTHMA MEDICATION**

According to Public Act 94-0792, asthmatic students will be allowed to carry their inhaler with parental and physician approval and to self-administer this medication as needed. The necessary permission Form 7:270-E is available from each school and on the District Website. If parent or physician requests the student may administer said medication in the school office. It is the parent's responsibility to train and evaluate their child's knowledge of the inhaler before use. Students in Early Childhood through 3rd grades are requested to keep their inhalers in the health offices to assure appropriate use and the need of their inhalers.

### **EPINEPHRINE MEDICATION**

According to Public Act 94-0792, epinephrine auto-injectors may be carried by students with permission of parent/guardian and the student's physician. It is the parent's responsibility to train and evaluate their child's knowledge of the auto-injector before processing it. Form 7:270-E is available from each school and on the District Website. The Form should be filled out completely by the parent and physician. Epi-pens may also be stored in the health office if the parent or physician prefers.

### **COMMON ACUTE ILLNESSES**

These are the most common illnesses in school aged children that keep a child from attending school.

Fever – please keep your child home for 24 hours after the fever breaks. Your child may develop a fever while at school as well.

Head Lice – your child may return to school the next day after appropriate treatment at home. No live lice should be present and the student will need to be checked by the school nurse.

Impetigo – pink scaly, blistering rash that occurs mainly around the nose and mouth. Antibiotic treatment for 24 hours is needed before returning to school.

Influenza A, B, H1N1 – symptoms include fever, dry cough, body aches, sore throat. Student may not return to school until fever free for 24 hours. A doctor's note is expected.

Pink Eye – pink, draining eye with itching and burning that needs antibiotic treatment. The student may return to school after 24 hours of treatment

Ringworm – flat, red, scaly rash that needs anti-fungal treatment for 24 hours before returning to school. The rash must be completely covered while in school.

Stomach Flu – symptoms include nausea, vomiting and/or diarrhea. Student should stay home until vomiting and diarrhea have ceased.

Strep Throat – is a bacterial throat infection that needs 24 hours of antibiotic treatment before returning to school.

### **TREATS & SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged 3 days in advance with the classroom teacher using the pre-approval form located on the School and District website. All treats and snacks must be 200 calories or less per serving, store bought, and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Parents should check with teacher for special diet considerations.

Guidelines for snacks:

- 200 Calories or less per serving
- Treats must be preapproved 3 days in advance by classroom teacher using the pre-approval form.

Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below:

- Baked chips, (Doritos, cheetos)
- 100 calorie packs (cookies, crackers, all variety )
- Goldfish crackers
- Nutrigrain bars & granola bars
- Tostitos & salsa cups
- 4oz fruit cups (applesauce, mixed fruit, peaches etc)
- Fruit snack (read the label)
- Ice creams and sherbets (again read the labels and portion is key.)
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit slices and wedges, melon, apples, peaches, pears, pineapple, oranges, etc.
- Cereal and low-fat / skim milk

- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits, raisins, cranberries, apples, apricots
- Fruit smoothies made with fat-free or low-fat / skim milk
- Party mix (variety of cereals, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits, pudding cups
- Fat-free or low-fat milk and milk products (string cheese, cheese cubes, etc.)

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

### **STUDENTS WITH DIABETES**

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

- 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.

For further information, please contact the Building Principal.

### **FOOD ALLERGIES**

*Board Policy 7:270*

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.

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

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

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

## **STUDENT PROGRAMS**

### **CURRICULUM CONTENT**

*Board Policy 6:60*

The curriculum shall contain instruction on subjects required by State statute or regulation. Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. Comprehensive health education, instruction in recognizing and avoiding sexual abuse and abduction, and Internet safety are included.

### **SPECIAL EDUCATION SERVICE**

*Board Policy 6:120*

When concerns arise about the performance and/or behavior of a student, teachers should begin documenting observations. These will be discussed with the child's parent(s) and the principal. If efforts to remediate or assist the student do not result in any progress, teachers consult with the principal to begin the intervention and referral processes.

## **BEHAVIORAL INTERVENTION POLICY FOR STUDENTS WITH DISABILITIES HAVING AN ACTIVE INDIVIDUAL EDUCATION PLAN (IEP)**

*Board Policy 7:230*

Manteno CUSD No. 5 shall maintain a Behavioral Intervention Committee to implement the District's policy on use of behavior intervention. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 64777-001. The Behavioral Intervention Committee reviews this policy annually. The Behavioral Intervention Policy addresses disciplinary procedures related to the specific needs of children with disabilities.

## **SPECIAL EDUCATION PROGRAMS AND ACCOMMODATIONS**

*Board Policy 6:120*

The District shall provide an appropriate education and related services to all children with disabilities, defined in The School Code of Illinois – Article 14 and Public Laws 94-142, residing within the district.

## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

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

For further information, please contact the school principal.

## **SECTION 504/ADA POLICY STATEMENT**

*Board Policy 6:120-E*

In accordance with the various Federal and State Laws, discrimination on the basis of race, religion, sex, creed, disability, color, nationality, sexual orientation, ancestry, age, marital status, pregnancy or parenthood, with respect to all educational activities and employment practices is prohibited in Manteno CUSD No. 5. A complete copy of the Section 504/ADA policy is available in the principal's office. Our Special Education Director is our District's Coordinator of Section 504/ADA activities. To file a grievance, please contact the District's Special Education Director in writing with your concerns.

Inquiries regarding identification, assessment and placement of children in our District or not in are District should be directed to:  
Director of Special Education

250 N. Poplar

Manteno, IL 60950

815-928-7005

## **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS**

*Board Policy 6:235-E2*

*Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

**The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures on the *Acceptable Use* page are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

**Acceptable Use** - Access to the District's electronic network must be:

- (a) for the purpose of education or research, and be consistent with the District's educational objectives, or
- (b) for a legitimate business use.

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges 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:

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages 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 users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

**Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**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 and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. 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.
- b. Students and staff 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.
- c. 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.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

### **INTERNET SAFETY**

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhances Education Through Technology, 20 U.S.C §6751 et seq.

720 ILCS 135/0.01.

### **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS FORM**

*Submit to Building Principal.*

Students and their parents/guardians need only sign the *Authorization for Electronic Network Access* ([6:235-E2](#) or [6:235-E5](#)) once while the student is enrolled in the School District.

## **STUDENT RESPONSIBILITIES**

### **ATTENDANCE AND TRUANCY**

Board Policy 7:70

### **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 principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school by 9:00 AM daily, call the 24-hour hotline, or use Skyward Family Access to report online.

### **HOTLINE NUMBERS**

- Primary School (928-7050)
- Elementary School (928-7200)
- Middle School (928-7150)
- High School (928-7100)

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 to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed and dated note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

A student must produce a doctor's note after five consecutive days of absence. If the school nurse sends a student home, that day's absence will be counted as a medical note.

After the 8th accumulative day of absence, a physician's note is required to receive an excused absence. If a student presents a court subpoena, that absence will not be counted against the allotted 8 days.

### **PROCEDURES FOR EXCUSED ABSENCES ON RELIGIOUS HOLIDAYS**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parents(s)/guardian(s) must give written notice to the District five days before the student's anticipated absence. Excused absence procedures are followed by teachers providing the student an opportunity to make up any examination, study or work requirements. (105 ILCS 5/26-2b)

### **TRUANCY**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00 (The School Code, Section 26-2a).

### **ALTERNATIVE LEARNING OPPORTUNITIES – (GRADES 4-12)**

Manteno School District, through the Regional Office of Education, participates in the Attendance Assistance Program in an attempt to improve attendance. Excessive absence or tardiness may result in a student being referred to this program. The Administration has the right of educational placement. Students with severe problems in the area of attendance, discipline, and grades may be placed in an alternative education program. Parents should contact the Building Principal if there are any questions pertaining to the aforementioned programs.

### **SEARCH AND SEIZURE**

*Board Policy 7:140*

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district'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.

When feasible the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

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

(105 ILCS 5/10-22.6), (105 ILCS 5/10-22.6 (e), 22.10a)

*Effective August 1996, Section 10-22.6 of The School Code is amended to provide that students have no expectation of privacy in areas owned or controlled by a school district, such as lockers, desks and parking lots. The statute further provides that students have no expectation of privacy in any personal effects left in those places. 105 ILCS 5/10-22.6.*

## **STUDENT DISCIPLINE**

*Board Policy 7:190*

### **PREVENTION OF BULLYING, CYBER-BULLYING, INTIMIDATION, AND HARASSMENT**

*Board Policies 7:20, 7:180, 7:190, 7:220, 7:230, 7:240, 7:310, 6:60, 6:65, 5:230*

*Manteno Community Unit School District No. 5 defines bullying as a person being exposed, repeatedly and over time, to negative actions on the part of one or more other persons. The negative action is when a person intentionally inflicts injury or discomfort upon another person through physical contact, through words, or in other ways. Bullying is a pattern of behavior that is repeated over time against the same person(s) with a noted power differential. (Policy 7:180)*

## **PREVENTING BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT**

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

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

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

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

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

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

All members of the school community, including students, parents, volunteers, and visitors are encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as the term is defined in the Weapons section of Board Policy 7:190.

5. Using a cellular telephone, video recording device, personal digital assistant (PDA), notebook/net book, portable video games, or other 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 is prohibited. Unless otherwise banned under this policy or by the Building Principal, all 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Inappropriate or unapproved use may result in the device(S) being confiscated and loss of the privilege to such a device. The school/district is not responsible for any loss or damage to such device.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, 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 phone.
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

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

## **AGGRESSIVE BEHAVIOR REPORTING LETTER AND FORM**

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

## **GANGS AND GANG-RELATED ACTIVITY**

Board Policy 7:190

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (3) inciting other students to act with physical violence upon any other person.

## **SUSPENSION AND EXPULSION PROCEDURES**

Information on about suspension and expulsion procedures, with due process requirements is available in Board Policies 7:200 and 7:210.

## **SCHOOL BUS SAFETY PROCEDURES**

*Board Policies 7:190 and 7:220*

All students who ride buses are under the supervision of the bus driver and are subject to the same regulations, which govern other school situations. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. When applicable, the use of video recordings taken on the bus is used by administration. Public Act 95-0352, effective August 23, 2007, will allow both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school related activity. Notice of such recordings will have to be provided to parents, students, be clearly posted on the entrance door and inside the school bus. Because of confidentiality issues, these are not a matter of public record and it will be an administrative decision whether parents of students involved will be able to view the video recording.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

## **SCHOOL BUS SAFETY RULES**

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 designated 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 your assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. 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.
6. 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.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Do not throw anything out of the window of 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.
12. Keep pens/pencils in your book bag.
13. Do not misuse phones or cameras.
14. Report any problems to the bus driver immediately.
15. Only students who are assigned to a bus can ride that bus. Students cannot bring friends home on the bus.

## **MISCONDUCT OF STUDENTS WITH DISABILITIES/BEHAVIORAL INTERVENTION COMMITTEE**

*Board Policy 7:230*

Manteno School District No. 5 shall maintain a Behavior Intervention Committee to implement District policy on the use of behavior interventions. This policy was revised by the Manteno Discipline Committee and approved by the Board of Education on December 16, 2008. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

## **STUDENT DRESS CODE/ STUDENT APPEARANCE**

*Board Policy 7:160*

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

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.

See each individual Building Handbook for specific building level dress codes. A student 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.

If there is any doubt about dress and appearance, the building principal will make the final decision.

## **STUDENT RIGHTS**

### **SEXUAL HARASSMENT AND DISCRIMINATION**

Board Policies 7:10 and 7:20

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using [Board policy 2:260](#).

### **GRIEVANCE PROCEDURE**

Student who believe they are victims of sexual harassment or discrimination or have witnessed sexual harassment, or illegal discrimination are encouraged to discuss the matter with the Student Non-discrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

Non-discrimination Coordinator:

Joshua Ruland

District Office

(815) 928-7024

Complaint Managers:

Joshua Ruland

District Office

(815) 928-7024

Scarlet Clark

Elementary School

(815) 928-7204

### **RIGHT TO REQUEST CLASSROOM TEACHER QUALIFICATIONS**

Board Policy 5:190-E1

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them.

### **EDUCATIONAL RIGHTS OF HOMELESS STUDENTS**

Board Policy 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

### **STUDENT AND FAMILY PRIVACY RIGHTS**

Board Policy 7:15

## **SURVEYS**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in [Board Policy 6:10, Educational Philosophy and Objectives](#), or assist students' career choices, and/or are required by school code or law. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **SURVEYS CREATED BY A THIRD PARTY**

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

### **SURVEY REQUESTING PERSONAL INFORMATION**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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. Behavior or attitudes about sex.
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 eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

## **INSTRUCTIONAL MATERIAL**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **STUDENT RECORDS**

Board Policy 7:340

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue.  
SW Washington, D.C. 20202-4605

## **NOTICE TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS CONCERNING STUDENT'S SCHOOL RECORDS**

Board Policy 7:340-E1

*This notification may be distributed by any means likely to reach the parents/guardians.*

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

**The permanent record shall include:**

- Basic identifying information, including the student's name and address, birth date and place,
- gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

**The permanent record may include:**

- Honors and awards received
- School-sponsored activities and athletics

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

All information not required to be kept in the student permanent record is kept in the student temporary record.

**Temporary records must include:**

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

**The temporary record may include:**

- Family background information
- Intelligence test scores, group and individual Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education
- placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

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 education records.

*See Board Policy 7:340-E1 for a list and explanation of these rights.*

**INDIVIDUALS WITH DISABILITIES**

Board Policy 8:70

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, 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.

# PESTICIDE APPLICATION NOTICE

## *Board Policy 4:162*

The district maintains a registry of parents and 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 District Office

84 N. Oak Street

Manteno, IL 60950

(815) 928-7000

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **ASBESTOS**

**Notice of Availability of Asbestos Management Plan** - We are required to advise you on an annual basis there are asbestos-containing materials located within our Primary, Middle and High School buildings. The District, as noted in the past, is managing these materials in place. The asbestos containing materials are maintained in accordance with the Environmental Protection Agency's "Asbestos Hazardous Emergency response Act" and the Illinois Department of Public Health's regulations. These materials are checked every six months by a licensed asbestos inspector to insure there are no changes in their condition. Should you have any questions regarding the asbestos located in our school, the asbestos management plan is available in the school office for your review, or you may contact the Director of Buildings and Maintenance.

## **SEX OFFENDER COMMUNITY NOTIFICATION**

### *Board Policy 4:170*

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/cmvol/>.

## **SCHOOL VISITATION RIGHTS**

### *Board Policy 8:95-E1*

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.

## **ETHIC ACT'S GIFT BAN POLICY**

### *Board Policy 2:105*

No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses and immediate family members that may live with, a Board member or employee.

## **VOLUNTEERS**

The District appreciates the efforts of all our school volunteers. For the safety and security of our students, the following safeguards have been enacted regarding building volunteers.

- All volunteers must go through volunteer training. Issues covered in the training include student confidentiality, acceptable behaviors, and other volunteer opportunities. Training will be scheduled by the building principals.
- Volunteers who may be working with students while not under the direct supervision of the classroom teacher (examples; field trip chaperones, reading helpers, recess supervisors) will be **required** to submit to a criminal background investigation prior to working with the students.
- There may be a fee associated with the processing of the background check.

**ADOPTED:** April 26, 2011

