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*Guidelines and procedures for student discipline per District Student Discipline Policy.

**THIS IS YOUR COPY OF THE LOGAN JUNIOR HIGH SCHOOL
STUDENT/PARENT/GUARDIAN HANDBOOK**

- It contains useful **GUIDELINES** to help you succeed in your school life and work.
- It tells about the many **SERVICES** your school brings to you to increase your educational opportunities.
- X This guidebook gives you the **BASIC RULES AND REGULATIONS** that all Logan students are expected to know and to follow.
- X On an annual basis, handbook changes are approved by the Board of Education. Throughout this handbook, you will notice these changes in **BOLD** print. If you have any questions regarding the changes, please contact the Logan Jr. High office at 815-875-6415. There are some pieces of information that are in bold print for the sole purpose of accentuating the information.

READ THIS HANDBOOK CAREFULLY.

- Be informed about the things that vitally concern you in school, your obligations and your privileges.
- Don't let "**NOT KNOWING**" lead to mistakes that will interfere with your school progress.

PARENTS/GUARDIANS WILL WANT TO READ THIS HANDBOOK.

- They, too, want to know what is expected of their child while he/she is in school.
- They want to see what their child must do to get the greatest good out of these important school years.

THE PRIMARY GOALS OF A PUBLIC SCHOOL

- Inspire all pupils and provide them with the means to achieve the highest possible competence in the skills, understandings, and appreciation leading to effective, self-directing adulthood.
- Reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior.
- Provide all pupils with experiences and guidance leading toward a sound and productive future.
- Determine the general nature of the educational program, including the scope of services.
- Provide for active two-way communication between the Board of Education, the school staff, and the community concerning educational policies, practices, needs and performance.

STUDENTS:

This handbook presents guidelines for all involved in helping to make your stay at Logan an exciting part of your life. Be yourself and maintain your individuality. Make every effort to have the courage to do and stand for what is right, but remember that the privilege of freedom of choice does not eliminate the responsibility you have in maintaining the fine traditions and reputation of Logan School and our community.

Make friends by participating in and enjoying the many activities available. Study and learn as much as you can. Become what you want and go as far as you like. How well you do depends on your abilities and determination to work hard and succeed. Logan will provide you with many opportunities; it is up to you to decide whether you will fail or meet with success.

PARENTS/GUARDIANS:

A successful school experience for any student can be achieved only when there is complete understanding and cooperation between home and school. It is our hope that your child, while attending school, will enjoy a most successful school experience.

The school makes only one demand of its students. It asks that every member contribute their talents and energy to the best of their ability. Junior High students are an enthusiastic group with an abundance of energy. We attempt to channel this energy in the proper direction and give these students a wide range of educational opportunities.

Constructive suggestions and criticisms are always welcome. Parent/guardian interest and participation in the school program is encouraged. Through your interest in your child's program and school activities, it is our hope that we shall come to know you well during the year.

PHILOSOPHY

The school, as an integral part of the student's total environment which includes the home as well as other community and civic organizations, promotes the continual life-long educational process. The school then assumes a primary responsibility for the transmission of the cultural heritage, as well as the development of an attitude of critical thinking to prepare the student to cope with, adapt to, or change the social and physical environment.

The school also has a role in the development of a positive self-concept which enables the student to better realize his potential. Thus, the school strives to attain a realistic balance between the needs of the individual and those of the society.

OBJECTIVES

- The student gains knowledge that is essential to all through a required curriculum and knowledge that is of special interest through an elective curriculum.
- The student develops an aesthetic appreciation of each subject area.
- The student develops an appreciation and understanding of American democracy as well as the privileges and responsibilities of American citizenship.
- The student develops an appreciation and understanding of the physical world which will enable him/her to use the natural laws which govern it.
- The student masters the basic research skills which will enable him/her to acquire needed information.
- The student develops the basic intellectual and communication skills essential to all in a complex and technical age.
- The student develops independent, critical, and creative thinking.
- The student participates in a wide variety of experiences that includes academic, creative, vocational, and recreational interests.
- The student realizes the importance of and practices the methods by which he/she can attain good health and physical development.
- The student accepts himself /herself as a worthwhile individual, enabling him to develop a self-respect which in turn will encourage him/her to respect, understand, and accept others. The student develops a sense of self-discipline.

COMMUNICATION WITH LOGAN JUNIOR HIGH SCHOOL

Communications between the school and community are a vital part of today's educational scene. A tremendous amount of misinformation and one-sided information is generated when people don't have all the facts. Therefore, it behooves all of us to develop a systematic, two-way communication operation for preventing this problem and for coping with its related ramifications. In an effort to create a positive school atmosphere at Logan School and maintain a close relationship with the community we serve, we have developed the following guidelines for communicating with school personnel.

WHEN YOU HAVE A PROBLEM

Your problem may be as simple as the fact that you don't understand your child's math or the metric system. It may also be as complicated as the fact that you haven't spoken to the teacher or whoever it was that you were involved in a disagreement with. In either case, whenever you have a difficulty, complaint, or misunderstanding, you should try to do something about it in a positive way.

Don't wait until a small problem becomes a big problem. It probably is a good idea to wait until that first rush of anger or irritation subsides. Then, if you have a problem, or even if you think you might have a problem, be sure to get in touch with someone at the school by consulting the Directory of Persons to contact. (See page 9.)

Whatever your problem, take it first to the person most directly involved. This is usually the most effective way to solve any kind of difficulty. This is a matter of personal obligation, as well as a human courtesy.

Arrange to meet the other person at a mutually convenient time and place. It should be obvious that some times would be more appropriate than others for resolving a conflict. Establish an agreement about having a third person attend and who that third person will be.

When you discuss your problem with the other person, try to give him/her the benefit of the doubt. Call it tact or whatever you will. You will get a lot farther a lot faster if you try to keep an open mind about the assignment of fault and blame.

If you aren't satisfied with the results of your conference, say so. If you really feel you haven't made any progress or attained any satisfaction, say so. In all fairness, you should end your conference or meeting by telling the other person how you plan to handle the problem from here, what steps you plan to take next, and they should do the same for you. In case you still have a problem, take your problem to the appropriate staff member or the principal.

WHEN YOU DON'T HAVE A PROBLEM

When things are going well at school for the children, parents/guardians should still maintain some kind of communication with the school. Maintaining good communications with the school may help you head off certain kinds of problems by helping you become better able to recognize potential problems and better able to deal with the inevitable problems that do arise from time to time.

**LOGAN JUNIOR HIGH SCHOOL 875-6415
PRINCETON ELEMENTARY DISTRICT OFFICE 875-3162**

DIRECTORY OF PERSONS TO CONTACT FOR VARIOUS TYPES OF PROBLEMS

Listed below are the staff members who should be contacted for help with various types of problems. Note that the **FIRST** person you should contact in ANY situation is always the person who has been **MOST DIRECTLY INVOLVED WITH YOUR PARTICULAR PROBLEM**.

This list is an effort to generalize about the most common types of problems. It does not, however, speak for every situation. If after reading this list you still don't know whom you should contact, contact the principal.

FOR A PROBLEM ABOUT

CONTACT

<input type="checkbox"/> The lessons taught in a particular classroom	Classroom teacher
<input type="checkbox"/> The behavior of students in a particular classroom	Classroom teacher
<input type="checkbox"/> The organization and/or instructional techniques used in a particular lesson	Classroom teacher
<input type="checkbox"/> The grades or evaluation of a student's performance in a particular class or subject	Classroom teacher
<input type="checkbox"/> Student behavior and activities during non-classroom hours. (before/after school, lunch break, etc.)	Principal
<input type="checkbox"/> Rules, regulations, procedures, and schedules that apply to the entire school district.	Principal
<input type="checkbox"/> The facilities in a school	Principal
<input type="checkbox"/> The manner in which a student has been disciplined	Staff member who disciplined the student
<input type="checkbox"/> The discipline or penalties given a student	Principal
<input type="checkbox"/> The overall evaluation of a student's academic progress	Homeroom Teacher
<input type="checkbox"/> The level or composition of the groups or classes to which a student is assigned	Principal
<input type="checkbox"/> A student's overall outlook, attitude, motivation, and potential	Teachers who work with the student
<input type="checkbox"/> Physical, mental, social, or emotional problems that effect in school	Homeroom teacher, a student performance Principal, School Support Services
<input type="checkbox"/> The curriculum used throughout the entire school district	Principal, Special Education
<input type="checkbox"/> A county, state, or nation wide educational program, such as Special Education	Coordinator

ARRIVAL AND DISMISSAL TIMES

There will be no supervision provided for students arriving prior to 7:45 a.m. Responsibility for behavior of students rests with parents/guardians until that time. If it is absolutely necessary for students to arrive at school before 7:45 a.m., please make arrangements with the school.

The entrance bell will sound at 8:00 a.m. Classes at Logan begin at 8:06 a.m., at which time students are expected to be in their classes with all of the materials needed for that class.

Those students reporting for faculty consultations before the regular school hours should obtain an Admit Slip from the faculty member on the **day before** the consultation. Faculty consultations are scheduled between 7:45 a.m. and 8:00 a.m. The last period bell will sound at 3:00 p.m. Students are then dismissed from school. Non-bus riding students have 15 minutes to check with teachers, go to the library, and exit the school. After 3:15 p.m. there should be no students in the building unless they are under the supervision of a teacher.

PERMISSION TO LEAVE SCHOOL

Permission to leave school before the close of the day may be obtained only from the principal upon presentation of a **written excuse** from home or written notice of a professional appointment (i.e., dentist, doctor, etc.). Written consent by the student's parent/guardian **must** be submitted to the Logan office for any student to be able to leave the school grounds for lunch. The student must sign out and in at the Logan office before leaving and when they return. For safety concerns, the parent/guardian must pick up the child in the office and return him/her to the office. Students will not be allowed to leave the grounds with anyone other than their own parent/guardian. Students should not return from lunch until 5 minutes before the bell rings and will remain in the office until the bell rings to end their lunch hour. The school reserves the right in all cases to call the parent/guardian when a note from home is questionable.

Any student seen in any place other than school or the immediate vicinity of their home without parental/guardian supervision during the school day will be considered truant and subject to those rules and regulations governing truancy.

A student may not be excused from school to the custody of anyone except the legal parent/guardian or representative of the same. Whenever a student leaves the school premises during the school day, he/she must check in or out with the school office.

Whenever school parties are held, students will remain within the building the entire time. This is done because parents/guardians do not want their children wandering around the area when in good faith they believe they are supervised within the building.

NON-CUSTODIAL PARENT'S RIGHTS

It is the intention of the Princeton Elementary School District #115 to comply with both the laws and the decisions of the court system in child custody cases. Therefore, parents with custody of their children must furnish the school with the court orders which prohibit the release of students, records, or both to non-custodial parents.

Custodial parents must present in writing that a "clear and present" danger exists for the school not to release a student to a non-custodial parent if no court order exists. Custodial parents are encouraged to immediately seek a court order directing the school not to release a student to a non-custodial parent whenever such a "clear and present" danger exists. Without such a court order, the school cannot guarantee that such a release will not occur.

Non-custodial parents have the right to information about grades and school progress. This information will be provided if the non-custodial parent makes a written request on a yearly basis, unless a court order indicates that this right has been refused.

In cases of parental conflict, the school will contact the sheriff's office or other social agency as necessary to protect the interests of the child.

BUS TRANSPORTATION State Board of Education Guidelines:

All riders and parents/guardians of riders must be thoroughly familiar with the following regulations:

- School bus riders, while in transit, are under the jurisdiction of the bus driver.
- Be at the designated bus stop on time - help keep the bus on time. (Don't come out one at a time or running at the bus).
- Stay off the road at all times while waiting for the bus.
- Be careful when approaching the place where the bus stops. Do not move toward the bus until the bus has come to a complete stop.
- 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 their getting caught in bus doors, railings or aisles.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus at all times. Do not throw anything out of the bus windows.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- In the event of an emergency, remain on the bus until instructions are given by the driver.
- Remember that loud talking, laughing, and unnecessary confusion could divert the driver's attention and cause a serious accident.
- Be absolutely quiet when approaching and crossing the railroad crossings.
- Treat bus equipment as you would the furniture in your home. Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and clean at all times. No eating or drinking is allowed on the bus.
- No animals are allowed on the bus.
- Keep book bags, packages, coats and all other articles out of the aisles.

- Do not leave books, lunches or any other items on the bus.
- Do not leave books, lunches or any other items on the bus.
- Be courteous to the bus driver and fellow pupils.
- Help look after the comfort and safety of smaller children. Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this without proper authorization from the school official.
- Observe the same rules and regulations on other trips under school sponsors.
- Observe safety precautions at the point of discharge. When it is necessary to cross the highway, proceed to the point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions; then wait for a signal from the bus driver permitting you to cross.
- The bus driver is in complete command of the bus at all times and has the responsibility of enforcing all bus regulations. He/she may also issue any other instructions which he/she deems necessary for the successful and efficient operation of his/her bus. The driver will remove from the bus any student failing to observe the rules and regulations, subject to administrative approval.
- **Never run back to the bus**, even if you have dropped or forgotten something.

All bus students are to stay on the school premises before and after school. A supervised area will be designated where students are to assemble as they arrive and prior to loading. Failure to report and remain in the designated area may result in disciplinary action.

RIDING THE BUS HOME WITH ANOTHER STUDENT

NON-BUS RIDERS SHOULD NOT PLAN TO RIDE THE BUS HOME WITH A REGULAR BUS STUDENT. ONLY THOSE STUDENTS ON THE BUS LIST MAY RIDE THE BUS. Any exception to this rule must be cleared with the school office. Written permission must be received in the office to be signed by the principal from the parents of BOTH families involved. No exceptions will be made.

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER OR SCHOOL CRISIS

It may be necessary to close school unexpectedly due to severe weather, power failure, or other reasons. In the event of an emergency, the Princeton radio station (WZOE-1490 AM) will be notified and will inform you of any change in the regular schedule. Parents/Guardians are encouraged to listen to the local radio station for information about the closing of school during inclement weather or other emergencies rather than calling the school as it is necessary to keep the phone lines open. If the situation warrants, due to an emergency, students will not be released to parents until it is determined to be safe by school and law enforcement officials.

BICYCLES: Students may ride their bicycles to school but must obey the bicycle rules at all times. No one will be permitted to ride a bicycle on the school grounds or on the sidewalk immediately adjacent to the school. Bicycles will be placed in the parking area upon arrival and **MAY NOT BE REMOVED DURING THE PLAYGROUND**

SCHOOL DAY, unless a student is riding his/her bicycle home for lunch. No students will be allowed in the bicycle parking area until school is dismissed.

AREA FOR PLAYING: 6th grade students may play on the blacktop **NORTH** of the West Wing.
7th & 8th grade students may play on the blacktop **SOUTH** of Pannebaker Gym.

EATING ON THE PLAYGROUND: Students will not be allowed to eat on the playground.

GAMES: Good judgment shall prevail while on the school premises. Students shall avoid obvious activities that may result in serious injury to themselves or others. It is expected that all students shall behave and play in a well behaved and mannerly way. If students cannot make a reasonable effort to observe and practice good behavior during the noon hour, then authorized personnel will find it necessary to minimize the privilege's a student has relevant to his/her noon recess period.

SNOW: Because of the danger of serious injury, students are not permitted to throw snow at any time on school grounds or in the vicinity. This rule is specifically concerned with arrival or departure from school and school activities, and during the lunch period while outside on the playground area. Any student who injures another or damages property due to throwing snow will be disciplined and referred to his/her parent/guardian and the proper authorities.

RESPECT FOR OTHERS: Please be respectful of other student's property and person while on the playground. Do not take another person's clothing or equipment, play keep away, or simply throw it away from them.

STUDENT RESPONSIBILITIES AND BEHAVIOR

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents/Guardians, teachers, and administrators have a responsibility, indeed duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community.

The staff of Logan Junior High School believes the most effective form of student discipline is self-discipline that demonstrates concern for the rights and privileges of others and respect for authority. During this process of development, teacher authority must prevail until desirable habits are acquired. Consequently, it is the teacher's responsibility for taking corrective measures whenever a student's actions fail to comply with school policies and regulations.

Our policy at Logan is always to have the highest standards of behavior in school activities and in the community. Courtesy to visitors in the building, teachers, substitute teachers, and fellow students should always be maintained.

Because we feel we should not spend our time and energy, nor tolerate the disruption of our educational program because of student's fighting, or other unacceptable behavior, students may be suspended

out-of-school rather than placing them in the **IN-SCHOOL SUSPENSION**. Since a choice has to be made between the students who do follow the rules and those who do not, the majority of our students who come to school to learn will have that right.

The school may utilize the following range of disciplinary sanctions at their discretion: warning/warnings, denial of privileges, parent/guardian conferences, referral, probation or disciplinary contract, detention, in-school suspension, out-of-school suspension, expulsion and/or referral to appropriate law enforcement. The above-mentioned list is not a list of prioritized disciplinary steps, but a list of disciplinary alternatives available to the school. The school reserves the right to impose any or all of the above measures. Students are not subject to corporal punishment. All of us want our school to have strong discipline. We ask your total support in our efforts to curtail any incidents that infringe upon your child's rights.

There are certain responsibilities required of a citizen who is a student in school:

- To become informed of and adhere to reasonable rules and regulations established by the local school board of education and implemented by school administrators and teachers.
- To respect the rights and individuality of others.
- To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- To refrain from disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school officials in maintaining discipline in the school and at school-sponsored activities.

CITIZENSHIP AND DISCIPLINE

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

Each student has a right to an education, and any disciplinary measures that deprive a student of this right must be applied with great discretion. Disciplinary actions of the administration and teachers shall be fair and appropriate.

Since an effective citizen in a democracy is a self-disciplined person, the long-range goal of all discipline must be self-discipline. Good discipline begins with the earliest training in the home and extends into the school and community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school, and the community. Some do not, however, and it will be necessary for school officials to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school.

The maintenance of discipline in the schools is essential to an effective learning climate and is the responsibility of teachers and the administration. Student conduct that for any reason materially disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated. School officials will discipline appropriately all students who do not conduct themselves in accordance with the rules and regulations established, and who thus hinder the normal progress of other students. It is expected, however; that in dealing with offenders, school officials will carefully scrutinize the needs of the offenders and the reasons for their actions so that all discipline can be kept on a constructive basis.

If a student's conduct necessitates his/her being removed from class pending a parent/guardian conference, the school shall make every effort to schedule that conference as early as possible. Disciplinary measures (see Student Responsibilities and Behavior) may be implemented by the school officials in cases of disobedience or misconduct.

Clearly defined channels, through which students, parents/guardians, and staff members may make their views known, can be found in this handbook. These avenues of communication are structured so a person or persons with a grievance will receive a prompt hearing and so that a decision with full explanation will be rendered as speedily as practicable.

The Board of Education, acting through the superintendent, holds all school officials responsible for the control and conduct of students while legally under the supervision of the school. It will support all personnel operating within the framework and spirit of this policy. The Board of Education has a strong interest in the development of these guidelines and will review their effectiveness periodically and make such modifications as may be warranted.

DISCIPLINARY REFERRALS TO THE OFFICE

The referral is used when it is necessary for the teacher to share his/her responsibility with the office. A referral is to be used when the teacher's in-class disciplinary system has failed to correct what the teacher feels is unacceptable student behavior. Its purpose is to prevent the student from circumventing the teacher's disciplinary system of acceptable student behavior. It requires the teacher to follow a consistent avenue in the enforcement of school policy and individual classroom rules. It establishes in the student's mind, that the teacher is in charge of the classroom and should encourage an acceptable working relationship between the student and teacher.

REFERRAL STEPS:

Referral is handed in to the office, for the purpose of record only, and the teacher holds a conference with the student. The parents/guardians are notified by the teacher of the nature of the problem. A note is made on the referral that a student-teacher conference has been held and the parents/guardians were notified.

If a problem persists with the student, another referral is handed in to the office (for records only) and a parent/guardian-teacher-student conference is arranged by the teacher. A notation is made on the referral that the parents/guardians have been notified and a conference was held.

If the problem continues, the student is referred to the principal. The principal will contact the parents/guardians for a conference involving the parents/guardians, teacher, student, and administrator. A written remedial plan shall be filed with the cooperation of the parents/guardians, teacher, and administration, and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom.

Disruptive behavior by a student which could cause harm to himself/herself, other students, or the teacher shall be cause for immediate removal from class.

Unacceptable student behavior may result in one or more of the disciplinary actions stated in the Student's Responsibility and Behavior section.

Student conduct that for any reason disrupts the learning climate, causing disorder and infringing upon the rights of others to learn, will not be tolerated. The following are examples of some inappropriate behaviors that are unacceptable and may result in disciplinary action. Also, other inappropriate behaviors not listed below may result in disciplinary action.

- Fighting
- Use of obscene gestures
- Open defiance or disrespect to school personnel
- Swearing at or threatening school personnel or other students
- Stealing
- Cheating
- Rowdy or boisterous conduct
- Intentional destruction of property
- Possession of weapons, drugs, and/or alcohol
- Throwing any object or material with the intent to harm or annoy
- Hazing
- Gang activities
- Student Reading Material - pornographic material or reading material of questionable nature
- Multiple referrals to the principal's office
- Failure to accompany the teacher or other school personnel to the principal's office
- Openly disobeying established school rules and policies

Anytime a student is sent home from school for more than a full school day, a letter explaining the offense shall be sent home.

The school may not deprive a student of rights without due process. Due process is afforded to guarantee that the accused person has a chance to present a defense to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

ATTENDANCE

Attendance at school is compulsory. Parents/Guardians should be aware that repeated absences have a negative effect on learning and many times result in lower grades.

Regular and punctual attendance is a key to a student's success at Logan. When a student is absent from school, the parent/guardian should call the school at 875-6415, as soon as possible after 8:00 a.m., but no later than 10:00 a.m. Cooperation in this manner enables the school to report truancies to parents/guardians early during the day they occur, rather than a day or two later.

Perfect attendance awards are given at the end of the school year. Perfect attendance constitutes a student being on time, with no more than one unexcused tardy and no absences from school. An absence is defined as being out of school for more than 55 minutes for the entire school year as per the State of Illinois Attendance Regulations.

In order to be readmitted to school after an absence, a student must present a written excuse signed by a parent or guardian, fully explaining the reason (s) for the absence unless a phone call has been received from the parent/guardian. If notice is not received, the absence may be considered truancy.

The administration may require a physician's statement for any student illness after three or more accumulated days of absence for the current school year. Failure to provide a statement from a physician for each period of absence after that time may result in the following action to be taken:

- assigning an un-excused absence for the student failing to follow the school attendance policy
- notification to District Superintendent and the Regional Superintendent that the student is truant and in violation of the school attendance policy, and
- withholding academic credit for all subjects then currently being taken

This policy directs the school administration to review all student absences which because of their number are significantly greater than the normal and may be judged excessive.

Excused absences are granted for illness, attendance at funerals, and medical or dental appointments that cannot be scheduled after school hours.

An **Unexcused Absence** is assigned when a student fails to follow the school attendance policy. The student may not be allowed to make up work missed and may receive a zero for the day. The student will be considered truant from school.

All work missed due to an **excused absence** must be made up. The student must take the initiative to contact the teacher for the missed assignments and return the completed work within the limit set by the teacher. In those cases when the student knows she/he will be absent from school before the day of the absence, she/he should report this information to the school office. A note from his/her parent/guardian should be submitted also at this time.

Failure to follow these procedures may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

TRUANCY

Truancy is being absent without permission from any scheduled class or activity to which a student has been assigned.

A chronic or habitual truant is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous regular attendance days.

If it is determined that the student is a "chronic or habitual" truant, services which may be provided to the chronic truant may include, but not be limited to:

- parent/guardian - teacher conference
- counseling services
- counseling services by social workers
- psychological testing
- alternative educational programs
- alternative school placement

When the student is classified as a "chronic or habitual" truant, the building principal shall direct the process for the development of an optional educational program. This program shall designate the specific services or educational program the student shall receive.

If these measures prove ineffective and the behavior persists, the building principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant Officer of the Educational Service Region of the County. School Board, Superintendent, District Administrators, and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with **The Illinois School Code**, no punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

TARDINESS

A student is tardy when he/she is not in class or in his/her assigned seat or place when the bell rings. A tardy slip is filled out by the teacher and sent to the office.

A. To School

- If a student is tardy to school during the first period of the school day, that student **must** come to the office to receive a pass prior to admission to class.
- Parents/guardians will be contacted when tardiness becomes a serious problem. Results of the parent/guardian contact can be a conference, detentions, in-school suspension, out-of-school suspension, or any other action deemed necessary to resolve the situation concerning the student's attendance.

B. To Class

- A student who arrives late to class without a pass will be warned of a detention. Second and third tardies to that class may result in **a detention** with that teacher.
- After the fourth or fifth unexcused tardy, the student may receive a detention, which will also serve as a parent/guardian notification. The parent/guardian may also be contacted and a conference scheduled. Further unexcused tardies may result in additional disciplinary consequences.

Saturday Detention

Saturday detention will be held at Logan Junior High School up to two designated Saturdays per month from 8:00-11:00. Parent/Guardian help in eliminating the discipline problem which created the situation is needed and requested. The assignment of Saturday detention is the result of disciplinary action outlined in the Student Handbook. It is intended to keep the students in regular classes during the week and still allow enforcement of school regulations. Specific rules established for Saturday detention will be highlighted in a letter the parent/guardian and student will receive before the Saturday detention takes place.

An Out Of School Suspension, and the make-up of a Saturday Detention will be required if students;

- arrive late to Saturday detention
- are removed for disciplinary reasons
- are an unexcused absence for Saturday detention

In case of inclement weather, parents will be notified over the phone of the cancellation of the Saturday detention. All Saturday detentions that are canceled due to inclement weather will be rescheduled for a later date. Transportation to and from Saturday detention is the responsibility of the students and their parents. In cases where a parent has indicated that their child is unable to attend Saturday detention on the date assigned, one opportunity will be provided for the Saturday detention date to be changed to the next date that the Saturday detention will meet. Acceptable reasons for this type of delay in serving Saturday detention will be rare, and all postponements must be cleared in advance with the principal by the parent/guardian. If a student is unable to attend Saturday detention due to illness, the parent/guardian must notify the school at 875-6415 between 7:45 a.m. and 8:00 a.m. on the day the Saturday detention has been assigned. Failure to do so will result in the student being unexcused to the Saturday detention.

All Saturday detentions will be assigned by the building principal.

SUSPENSIONS

There are two forms of suspensions: Out-of- School and In-School. During an Out-of-School Suspension, a student is sent home and not allowed to attend any classes or school functions for a certain number of days. A student will receive assignments and tests missed during suspension days for make-up credit.

During an In-School Suspension, students are assigned to a designated area by the principal. The school will provide supervision, assignments, and an atmosphere in which students are to be quiet and study. A student may be assigned to this area for one or more complete school days. During this time, provisions will be made to enable the students to do their class work and makeup work missed, if necessary.

Parents/guardians will be notified by phone and/or letter regarding a student's placement.

GUIDELINES FOR IN-SCHOOL SUSPENSIONS (ISS)

- Students are assigned to In-School Suspension at the discretion of the building principal.

- Students assigned to ISS **must** have a pencil or pen, some form of notebook paper, and textbooks.
- Students will receive their regular classroom assignments from individual teachers.
- All students assigned to ISS will eat lunch in the assigned ISS room.
- Students who abuse the above conditions will be reassigned to ISS for an additional day.
- There will be no talking among students assigned to ISS.
- X Students will not be in the halls during regular class passing time.
- X The building principal retains the right to deviate from the procedures described above.

EXPULSION

When behavior change has not been effected by other discipline procedures, expulsion may result.

Expulsion is the removal of the student from the classroom and school activities for a period of time not to exceed the school term. Only the Board of Education may expel a student.

DUE PROCESS

The school may not deprive a student of rights without due process. Due process is afforded to guarantee that the accused person has a chance to present a defense to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

In all cases of suspension and expulsion, due process procedures will be observed.

DETENTIONS

Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school, and the community. Some do not, however, and it will be necessary for school officials to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school.

Consequently, students who, after being reminded, fail to discipline themselves relevant to the reasonable expectations established for maintaining an educational environment conducive to the teaching and learning process will be assigned a detention.

There are two types of **after school** detentions:

- A student may be assigned a detention by a teacher to be served with that teacher. The detention period may vary, but it will not exceed **50** minutes in length at any one time. The student will be given at least a day's notice in order to make necessary arrangements relevant to parent/guardian notification.
- A student may be assigned a detention by a teacher or school administrator to be served in the Directed Learning Study Center. This will be a study period which begins at **3:10** p.m. and ends at 4:00 p.m.

ALL detention notices will specify the date and time the detention(s) are to be served. Specific reasons will be given for the assigned detention(s). Students and/or parents/guardians having any questions about the assigned detention should resolve this matter with school officials before the time the detention is to be served. It is the responsibility of the student to take home all detention notices to be shown to parents/guardians in order to discuss the consequences with them, and as a means of notifying parents in advance of special transportation arrangements that need to be made for the detention/s. The parent/guardian then needs to sign the detention notice to indicate that the detention has been communicated to them. The student then needs to bring the signed detention slip to detention hall the day the detention is to be served. Failure to have the slip signed may result in one or more of the disciplinary actions stated in the Student Responsibilities & Behavior section, and the detention will still have to be served.

*Students refusing to serve assigned detentions will not be permitted to attend classes until a parent/guardian has contacted school officials and the situation is resolved. This may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

CONDUCT AND COURTESY

High standards of moral and ethical conduct are expected from all students. Students will be expected to conduct themselves as ladies and gentlemen.

"Good manners cannot be put on at pleasure like an outside coat, but must belong to us." This is a good rule. What better time and place to learn good manners than school days and school activities!

CONDUCT AND COURTESY In The Classroom:

- Be on time to class and take your seat as soon as you enter the room.
- Listen to instructions and students' recitations.
- Give courteous attention when class chairperson presides.
- Avoid unnecessary talking after entering the classroom.

- Give and take criticism in a kindly spirit.
- Never make fun of another's mistakes.
- Wait until your teacher dismisses you before you leave the classroom.
- No gum or candy will be permitted during regular school hours. Candy is permitted during lunchroom and room parties only.

Hall Traffic:

Students should not stand in hallways blocking traffic, but should continue to move to their next class so that they are not tardy. No boisterous conduct will be tolerated in the building or in the area of the school. Students should avoid wrestling, clowning, fighting, cursing, shouting or running through the halls. Consequences may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior Section.

At School Parties and Games:

Students must be on their best behavior at all school functions. They should remember that their conduct not only reflects on themselves, but also on their parents/guardians and their school. Remember that Princeton students have the reputation of extending to all adults the courtesy and respect they are due. Once a student EXITS the building before a party or activity ends, he/she is not allowed to return to the activity.

HARASSMENT

The harassing/bullying of another person is prohibited. "Harassing/bullying" means any intentional verbal, written, or physical act directed toward another individual for the purpose of tormenting, disturbing, worrying, or assaulting that person.

Students involved in the harassment of another person will be subject to one or more of the following disciplinary actions, but are not limited to the listed sanctions:

- Conference with parents/guardians.
- Suspension for up to 10 days.
- Referral to appropriate law enforcement agency.
- Removal from extra-curricular and athletic activities.

This may result in one or more of the disciplinary actions stated in the Student Responsibility and Behavior section.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated in, affiliating with, holding office in, or maintaining membership in any school-sponsored or school-recognized organization, club, or athletic team. Students engaging in hazing will be subject to one or more of the following disciplinary actions, but are not limited to the listed sanctions:

- Conference with parents/guardians.
- Suspension for up to 10 days.
- Removal from extra-curricular and athletic activities.

This may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

FIGHTING

Suspension and parent/guardian notification may result for those who engage in fighting. Other disciplinary actions as stated in the Student Responsibilities and Behavior section may be implemented. Punishment will be given to students who engage or instigate a fight within the building, on school property, at school activities, or on the buses.

DRUGS , LOOK -ALIKE DRUGS and ALCOHOL - DRUG PREVENTION PROGRAM

The Princeton Elementary Schools strictly prohibit the unlawful possession, use, distribution, purchasing, or selling of controlled substances, illicit drugs, look alike drugs, drug paraphernalia, tobacco in any form, and alcoholic beverages by students on school premises or as part of a school activity. A "look alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. For the purpose of this handbook, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event. Students who are engaged in such activity will be disciplined consistent with School District Policy and referred for prosecution in accordance with local, State and Federal law, up to and including expulsion from school. Disciplinary sanctions may result in suspension out of school up to 10 days and/or expulsion. Parents/guardians will be notified and a report may be provided to local law enforcement agencies. The student may be recommended to complete an appropriate Rehabilitation Program which may include: 1) Student Assistance Program 2) Substance abuse counseling along with 3) Non-school program referrals to other outside service providers.

SMOKING, TOBACCO, SMOKELESS TOBACCO

Regardless of parent's/guardian's consent, students are not permitted to smoke any time in the school building, on buses, or on school grounds. This applies to all school-sponsored activities as well as the regular school day. Tobacco in any form, lighters, and matches have no place in school and will be confiscated. Students who are engaged in such activity will be disciplined consistent with School District Policy and referred for prosecution in accordance with local, State, and Federal law up to and including expulsion from school. Disciplinary sanctions may result in suspension out of school up to 10 days and/or expulsion. Parents/guardians will be notified and a report may be provided to local law enforcement agencies. The student may be recommended to complete an appropriate rehabilitation program. Such programs as listed in the above paragraph. This may also result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

EXPLOSIVES, WEAPONS, TOYS AND INSTRUMENTS

The possession, transfer, control, or use of firecrackers, explosives, guns, knives, chains, or any object that can reasonably be considered a weapon or look-alike is forbidden in school or at any school sponsored activity. These items will be confiscated and expulsion may result. Any other objects which a person uses or attempts to use to cause bodily harm or damage to school or personal property will also be considered weapons and will subject the user to appropriate disciplinary action including expulsion.

Toys, skateboards, roller blades, scooters, radios, tape recorders, beepers/pagers, laser pointers, cell phones or other electronic instruments are not allowed at school and/or school sponsored activities unless authorized and approved by the building principal. This may also result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

GANG ACTIVITY

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 gang activity, including, but not limited to:

wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership or affiliation in any gang. Hats with bills are to be worn with the bill forward and no hats are to be worn in the building, on school grounds, or at school activities.

committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or and shakes) showing membership or affiliation in a gang, and using speech or committing any act or omission in furtherance of the interests 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, d) inciting other students to act with physical violence upon any other person. Students engaging in any gang-related activity may be subject to referral to appropriate law enforcement agencies, and such activities which may lead to expulsion or other disciplinary action. This may also result in one of more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

STEALING

Any student knowingly possessing another person's property, without efforts to return that property to its owner, will be subject to one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

STUDENT LOCKERS

Each student will be assigned a locker. The school is not responsible for the loss and/or damage of personal items. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which may cause an interference with school purposes or any educational function, or which are forbidden by state law or school policies. Stickers, magnets, mirrors, posters, labels, etc. may not be hung in or on the outside of student lockers. If the assigned locker is damaged or defaced beyond normal wear, a charge can be assessed to the student. The school system retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose. The student's use of a locker does not diminish the school system's ownership or control of the locker. The school does not recognize a right of privacy extending to the contents or use of the school lockers. Lockers for 6th grade students have no built-in locks. No locks of any kind are permitted on any hall locker at the 6th grade level.

BULLETINS

Announcements issued by the office are read daily over the intercom. They are also posted on the Student Bulletin Board near the main office.

HOMEROOM

Each student has been assigned to a homeroom with students at his/her own grade level. It is here that communication concerning the school and its programs takes place. If the student has a question, the homeroom teacher is the first person of inquiry.

Parental/guardian inquiries are directed through the homeroom whenever possible.

LOST AND FOUND

If a student has lost anything, he/she may check for it in the designated place. If, after checking in the proper place, he/she cannot find the missing article, he/she should go to the office for help. The school cannot be responsible for lost items, but may be able to help locate them. Please make the job easier by **MARKING EVERYTHING** brought or worn to school. Parents/Guardians are asked to come and check the lost and found if their child cannot find an item.

COATS AND BOOK BAGS

All coats and book bags are to be kept in the student's locker during school hours. Any book bag purchased should fit easily in the hall lockers. Book bags with extension handles and/or rollers will not be allowed for safety reasons. Coats can be taken to the lunch room to be worn outside for recess during inclement weather. The students should get their coats from their lockers during the passing bell before their lunch period and take them to the lunch room with them. Students will not be allowed to leave the lunch room to get their coats. For health concerns, if a student does not have a coat, he/she will not be allowed to go outside for recess during inclement weather. The student will sit in the office until the entrance bell rings.

ACCIDENTS - FIRST AID - ILLNESS - MEDICATION POLICY

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. Parents/Guardians will be contacted and requested to come to school and assume responsibility for any additional health care.

Parents/Guardians of students who become ill at school or are running a fever will be contacted to come for the child. An **Emergency Information Form** is sent home each year for the parents/guardians to update. This information is essential and is often referred to when the child needs medical attention.

When completing the Emergency Information Form, give names and phone numbers of two relatives or friends we may contact in an emergency. Please Keep The School Informed of Any Changes.

ADMINISTERING MEDICATION TO STUDENTS

Parents/guardians should administer **all** doses of medication for their student at home if possible. Students should not take medication during school hours or during school-related activities unless it is necessary for the student's health and well-being. Medications such as antibiotics should be scheduled to be given outside of the school hours. The parents/guardians may administer the medication at school with approval from the building principal or school nurse.

If a student's licensed health care provider or parents/guardians deem it necessary for the student to take medication during school hours, they may request that the school provide for the medication to be taken by their student according to the district's procedures on medication administration. The physician or health care provider must complete a "**School Medicine Authorization Form**" for either prescription or non-prescription medication which needs to be taken during the school day. No school district employee shall administer medication to any student or supervise a student's self-administration of any prescription or non-prescription medication until the "School Medicine Authorization Form" is received in the office. This form must be completed and signed by both parent and physician. Prescription medication and/or over-the-counter medication must be brought to school in the original package/container.

If the student is on medication indefinitely, the parents/guardians must file a new "School Medicine Authorization Form" every year. At the end of the year, all medication must be picked up by the parent/guardian in the office. Any medication that is not picked up will be discarded.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Medication can only be used by the applicant. Any willful distribution of this medication to another may result in disciplinary action.

ACCIDENT REPORTS AND CLAIMS

All accidents incurred during the regular school day or a school-sponsored activity should be reported to the teacher in charge or the school secretary. If no teacher is present, report to the office so that an accident report can be completed.

CAFETERIA SERVICES

Logan School will operate as a closed campus during the noon hour. All students are considered to be staying for lunch. Written consent by the student's parent/guardian must be submitted to the Logan office for any student to be able to leave the grounds for lunch. The student must sign out and in at the Logan office. For safety concerns, the parent/guardian must pick up their student in the office and return them to the office. Students will not be allowed to leave the grounds with anyone other than their own parent/guardian. Students should not return to school until 5 minutes before the entrance bell rings and will wait in the office until the bell rings to end their lunch hour.

Students eating hot lunch will pay for their meal daily as they pass through the lunch line. Those eating sack lunches may purchase milk. Lunches may be paid for in advance on a weekly or monthly basis. Students may leave the lunch room only with a supervisor's permission.

The following lunchroom rules are to be enforced:

- All students must eat in the cafeteria during their lunch period. Removal of food of any kind from the cafeteria is forbidden.
- Only sealed juice containers and/or sealed pop top soda cans are allowed for lunch. **No twist top drink containers will be permitted at school during regular attendance hours.** No glass containers of any kind are allowed.
- Running, loud talking and shouting are prohibited on the way to and from the cafeteria.
- Every student is expected to move into the lunch lines in an orderly fashion. There will be **no** saving of space in line for friends or late comers.
- Once having obtained their food, students should return to their cafeteria seats. Students must remain in their seat for the lunch period. The supervisor may assign a student to a specific seat.
- It is the responsibility of each student to dispose of all trash, dishes, trays, etc., in a neat and orderly manner and to see that his/her immediate eating area is **clean**.
- Cafeteria supervisors are authorized to give students permission to bring books to the cafeteria.
- Students are dismissed by tables when each table is clean and students are seated quietly.
- Cafeteria supervisors appointed by the school principal have the responsibility of seeing that the lunch periods function in the most **positive manner**. It is the responsibility of all students to **cooperate and follow instructions** given by the supervisor.
- Students will be expected to maintain order while in the cafeteria. Misconduct (throwing food, shouting, etc.) may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.
- If students have fast food brought in by a family member, they may eat with a friend at the table across from the office or the cafeteria. This prevents any problems that sometimes arise.

LIBRARY - LEARNING MEDIA CENTER (LMC)

Our goal for the school year is to continue the development of the Library and Learning Resource Center and maximize its use. Once again this will require the full cooperation of students, parents/guardians, and staff.
Library hours will be posted.

AIMS FOR THE LIBRARY - LEARNING MEDIA CENTER (LMC)

- X To acquire books and other materials in line with the demands of the curriculum and the needs of the students and to organize these materials for effective use.

- X To guide pupils in their choice of books and learning materials desired both for personal and curricular purposes.

AIMS FOR THE LIBRARY - LEARNING MEDIA CENTER (LMC)

- To help students develop skill and resourcefulness in their use of books and materials and to encourage the habit of independent investigation.
- To help students establish a wide range of significant interests.
- To provide an aesthetic experience and develop appreciation of the arts.
- To encourage social attitudes by providing experience in social and democratic living.
- To encourage lifelong education through the use of library resources.
- To work cooperatively and constructively with instructional and administrative staffs of the school.

In order to accomplish the aims and objectives listed, certain rules have been established:

- Books are checked out for three weeks.
- Magazines are not to be taken from the library unless special permission is granted by the Librarian.
- Books may be renewed, but the book must be brought to the library to do this.
- A fine will be charged for overdue books. (Five cents per book per school day.)
- The person who checks out the book is responsible for returning it and must replace the book if it is lost or damaged. (Paperback books= \$10; Hardback books= \$20; **or the replacement cost of the book**)
- Librarians reserve the right to exclude students for misconduct.

REPORT CARDS, GRADING SYSTEM, AND MID-TERM REPORTS

Report cards are issued every nine weeks and will be sent home with the student approximately one week after the end of the grading period. The last nine weeks and end of the year report card will be mailed or distributed to the students at the end of the year.

Students receive two marks for each course, an **Academic grade (A, B, C, D, F, I)** and a **Conduct evaluation (14, 13, 12, 11, 10)**.

Mid-Term Academic and/or Mid-Term Conduct Reports will be mailed home midway through the grading period to the parents/guardians of students whose progress should be brought to the attention of their parents/guardians. Parents/Guardians may also be contacted at anytime during the quarter to discuss the student's academic progress and/or conduct. Special reports may be utilized to encourage parental or guardian cooperation in eliminating behaviors which might lead to more severe sanctions.

Individual conferences will be arranged through the office in conjunction with the teacher. In the interest of clarity and understanding, it is our recommendation that such conferences be in person and not attempted by telephone.

CHEATING

Students who cheat on their school work may be given a zero for the assignment or other appropriate disciplinary action after discussion with the student and parent/guardian contact regarding the matter.

HONOR ROLL

The Honor Roll shall consist of two levels: High Honors and Honors.

Students receiving High Honors must have a grade point average of 3.5 or better and have no grade lower than a B. Straight A's will be denoted by an asterisk (*) following the student's name. Students receiving Honors must have a grade point average of 3.00 or better. Band and Choir grades will only be averaged if they will help the student's Honor Roll status.

Any student acquiring a "D" or "F" in any area including Band and/or Choir will be ineligible for the Honor Roll.

PROMOTION - RETENTION

The general policy of the Princeton Elementary School District 115 is to encourage and assist each pupil in the school district to move along in a continuous growth pattern of academic achievement in harmony with normal social and emotional development.

It is the philosophy of District 115 that grade placement of each student should serve the best interest of the student and curriculum requirements, and that each promotion and retention will be decided on its own merit. The classroom teacher will have the primary responsibility for recommending the promotion or retention of each student, subject to review and approval of the principal.

In arriving at a decision for either promotion or retention of a student, the combined views of the teacher and the principal are taken into consideration along with those of the parent/guardian. The determining factors will be social and intellectual maturity, progress in basic skills, reading level results from standardized achievement tests, class work assignments, observations, and whether the student has been retained before. In order to be promoted, sixth, seventh and eighth grade students must pass at least six of the seven academic courses.

In addition, as prescribed by law in **The Illinois School Code** (Chapter 122.27-3), no student shall receive a certificate of graduation without passing a satisfactory examination on the Constitution of the United States of America and the Constitution of the State of Illinois.

The final decision for promotion or retention will rest with the school authorities. The parent/guardian of any student who is in immediate danger of not meeting these requirements will be notified immediately.

DRESS CODE

Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Students will not be permitted to wear clothing to class which has imprints, writing, etc., which is suggestive of or endorses violations of policy and immoral, illegal, or violent actions. Students are not permitted to wear hats or coats to class unless special permission is granted. Shorts may be worn as long as they are tasteful, and not too short or too tight. Clothing with holes may not be worn. Pajama bottoms are not to be worn at school. All tops must have sleeves. Tops with bare shoulders, bare backs, a neckline that is lower than 1 inch below the clavicle (collar bone) and bare midriffs are unacceptable. All tops must be able to be tucked in your lower garment or they are not acceptable. If no skin shows between your upper garment and lower garment, this is an appropriate top. Tank tops, fish net/sheer tops, and midriff tops are not to be worn unless over a T-shirt. Any other fish net/sheer clothing is prohibited. Any exposure of under garments is prohibited. Chains are not allowed.

Safe and appropriate footwear must be worn at all times. Examples of footwear which are not allowed include, but are not limited to, high heels, flip-flops/shower thongs, backless sandals/shoes, platforms exceeding 1 inch in height, etc.

Dress and grooming shall neither present a risk to the health, safety or general welfare of students in the school nor interfere or disrupt the educational environment or process.

It may be necessary to have a conference with a student and his/her parent/guardian if the student wears extreme variations of clothing that disturb the educational atmosphere at school.

Students who arrive at school wearing inappropriate clothing will be sent to the office. All decisions as to the appropriateness of student clothing shall be made by the building principal and/or other school authorities, as the principal may determine. The school

authorities may contact the parents/guardians to inform them of what the student is wearing and explain why such attire is deemed inappropriate to be worn at school. Students wearing inappropriate clothing must change to appropriate clothing before returning to class. Repeated violations of the dress code will be treated as insubordination and handled accordingly.

Unacceptable student behavior, including violation of this Dress Code Policy, may result in one or more of the disciplinary actions stated in the Student Responsibilities and Behavior section.

VISITORS

Parents/Guardians are welcome to visit school at any time. The safety and security of Logan students is a primary concern. During school hours, all visitors are asked to go directly to Logan's main office to sign in and receive a visitor badge before proceeding to other locations in the building. The east entrance nearest the main office, at the corner of Central and Randolph Street should be used by visitors. For safety reasons, certain doors at Logan will be secured.

Students are not to bring younger brothers or sisters to school.

Our experience has shown that bringing friends or relatives to visit in the school does not benefit the visitor and frequently distracts other students from their normal school work. Therefore, we cannot give permission for other students to visit through the school day. However, at the discretion of the building administrator, students may invite guests (students) to the school during lunch periods.

ANNUAL NOTIFICATION OF STUDENT SERVICES

Special Education Programs and Services

School District 115 provides comprehensive programs and services for handicapped children ages 3 to 14 with the following exceptional characteristics: auditory, visual, physical, or health impairments; speech and/or language impairments; deficits in the essential learning or perception, conceptualization, memory, attention and/or motor control; deficits in intellectual development and mental capacity; affective disorders and/or adaptive behavior which restricts effective functioning. School social work, psychological, and diagnostic evaluation services are also available through the District's membership in the Tri-County Special Education Cooperative.

All students evaluated and found eligible have the right to receive such programs and services as well as all programs and services available to all students of District 115. Program information, including regulations which govern the administration and operation of Special Education, is made available to parents/guardians upon request.

Speech - Language Therapy Services

Speech/languages therapy services are provided by District 115 for those students whose speech or language differs from normal sufficiently to draw the attention of others or to cause discomfort to the speaker. Each year screening for communication disorders is conducted for all students in kindergarten through 8th grade. In addition, the clinicians test all students upon initial enrollment in the district and review all those identified as having difficulties. Questions regarding service availability should be directed to the District Special Education Coordinator.

Home and Hospital Tutoring

Any student with a health or physical impairment which will cause an absence from school for more than two consecutive weeks is eligible to receive home and/or hospital tutoring. The health or physical impairment must be verified by a written statement from a licensed medical examiner. In conjunction with the medical examiner, school personnel will determine if the student can educationally benefit from such a program. Parents/Guardians should contact the District Special Education Coordinator for a medical certification form and have it completed by their physician. For additional information, please call the District Special Education Coordinator at 879-6861.

Access To Student Records

Parents/Guardians and their children are guaranteed access to their personal student records maintained by the school system. Parents/Guardians or students desiring to see their records should request access from the building principal. Access will be granted within 15 school days. School personnel will be available to help interpret record contents. Parents/Guardians and students may: have copies of any portion of the record at their expense; challenge the contents of the records; receive copies of records proposed to be destroyed; or challenge information proposed to be transferred to another school district.

Access to student records without written consent is limited to educational officials, parents/guardians whose children are under the age of 18 and students unless subpoenaed or necessary for an emergency. The following has been designated as public information and shall be released to the general public unless parents/guardians of the student request that it not be released: student name and address, grade level, birth date and place, parent/guardian name and address, information or participation in school-sponsored activities and athletics, and period of attendance in school.

Copies of the appropriate laws, rules and regulations on student records are on file with the building principal. Questions regarding student records should be addressed to the appropriate administrator. Concerns which cannot be resolved at the building level will be forwarded to the Central Administrative Office by the school principal.

Nondiscrimination on the Basis of Sex or Handicap

All students are offered access to all school district programs, clubs, and activities within the limits of their capabilities and legal constraints. The school district has agreed to fulfill all requirements of Title IX and Section 504 extending equal opportunity to all students and employees. Where access is not possible, equivalent activities will be provided. Questions regarding program access should be directed to the building principal. Unresolved issues will be forwarded by the building principal to the Central Administrative Office.

Hearing and Vision Tests

In compliance with Public Act 77-657, all students in kindergarten through 8th grade will receive a vision screening test sometime during the school year. In compliance with the Child Hearing Test Act, students in kindergarten through 8th grade will receive a hearing screening test each school year. You may assume your child has passed the vision and hearing screening tests if you are **not** notified by your school nurse. If you have any questions regarding the screening programs, please contact your school nurse.

COUNSELING SERVICES

Philosophy of Guidance

Guidance must be concerned with the growth aspects of children, including the prevention of difficulties and disorders. Guidance, therefore, requires the involvement of teachers, administrators, and parents/guardians. The need to understand children and their developmental requirements is of paramount importance. We believe every person shall have the full opportunity to become that which he/she is capable of becoming. The guidance program will help to provide this opportunity by

- complementing the efforts of teachers and administrators.
- cooperating with the home to bring about the best efforts of the child in his development.
- mobilizing and utilizing all the resources of the school which will contribute to the growth of the child.
- extending the school program and its services into the community.
- assist the student in understanding his/her role in the community.
- contributing specialized knowledge, skills, and attitudes that will contribute to the success of his/her well-being.

Students are encouraged to maintain a close relationship with their classroom teacher for guidance in class work and discuss general or specific problems whenever they may arise.

For students with individual or special problems, counseling will be available. Students and parents/guardians are encouraged to contact the building principal and/or guidance counselor. Social work services are available for students who have problems where school social work services are needed.

PHYSICAL EDUCATION

Medical problems should be brought to the attention of the office, homeroom teacher, and physical education teacher. This is essential when limited activity has been prescribed. In accordance with The **Illinois School Code**, a student may be excused from physical education by a licensed physician. **Students are required to purchase a P.E. uniform at grades 7 & 8.** Students are required to have clean white socks and gym shoes to participate in P.E.

IN GRADES 7 & 8 THE SHOES WORN FOR GYM CLASS MAY NOT BE THE SAME ONES WORN AS EVERYDAY STREET SHOES.

Each student will be assigned a locker basket for P.E. clothes. Combination locks are provided by the school for a rental fee which is included in the P.E. fee. The locks are required to be on the student's locker basket. If the lock is returned at the end of the school term and no damage has been done to the locker basket and/or the lock, there will be a \$1.00 refund. The school cannot be responsible for the loss and/or damage of personal items. The school system retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose. The student's use of the lock does not diminish the school system's ownership or control of the locker. **LOST LOCKS ARE THE RESPONSIBILITY OF THE STUDENT.**

SIXTH GRADE STUDENTS WILL NOT HAVE THE SAME REQUIREMENTS. They will not wear uniforms or have locks or baskets. The shoe requirement will be for soft soled athletic shoes.

LIFESAVERS

Lifesavers is a seventh and eighth grade program of the Princeton Community Substance Abuse Program at Logan Junior High School.

The program is designed to train students at the junior high in some simple peer helping techniques, how to be a positive role model, and to become pro-active in planning and carrying out a variety of activities that provide positive alternatives for students. Lifesavers

- Use language which is socially acceptable. Profanity or vulgar talk will not be tolerated in meetings, contests, or competitions on or off the field.
- Follow individual coach's/sponsor's policies on attending meetings and practices.
- Assume responsibility for the materials and equipment issued and return materials and equipment when the activity is concluded or when the student is no longer participating in the activity.

Extra-curricular Activities have an extended policy/handbook in addition to the Student/Parent/Guardian Handbook. Band and Chorus also have their own individual policy handbooks in addition to the Student/Parent/Guardian Handbook.

Suspension From Extra-Curricular Activities and Activity Restriction Policy

Students who fail to comply with reasonable school rules and regulations that have been designed to help them achieve the goal of self-discipline may be restricted from participation in or attending school activities other than those scheduled during school hours.

A student may be denied admission to school events and extra-curricular activities according to **Section 24-24 of The Illinois School Code** for misbehavior while in attendance at these functions.

Eligibility Grade Policy For All Athletic and Extra-Curricular Activities

Logan Junior High School requires all students in these activities to meet the following academic eligibility policy:

- A student failing any class that applies toward his/her grade point average will be ineligible to complete until improved to passing.
- A student who is ineligible will be suspended from participation for a minimum of one contest.
- X Attendance/participation at practices/games will be at the discretion of the coach.
- X A student who fails any class at the end of a quarter will be required to sit out a minimum of 2 weeks into the next quarter in order to show academic success in that class.

INTRAMURALS

There will be several intramural units held during the course of the school year. Announcements concerning the intramural schedule will be posted. Students who are participating in inter-scholastic programs during an intramural session are not to be considered for intramural participation unless they are given permission by the Intramural Director. Academic eligibility is not considered for participation in intramurals.

BAND/CHOIR PHILOSOPHY

The purpose of the Logan Junior High School Band and Choir is to help each student develop his/her potential for life-long participation in, and appreciation for, individual and group music performance. As a curricular subject within the school day, students acquire knowledge and skills enabling them to respond intelligently and sensitively as listeners and performers and to understand the relationships between the fine arts and world cultures today and throughout history. In addition, participation in the band and choral program brings many rewards of a personal kind which include dedication to goals... self discipline...individual and group responsibility...cooperation...teamwork...and personal success.

Band/Choir is an elective course that can be taken at Logan Junior High for a letter grade. When a commitment has been made by a student to take either band or choir, that student is expected to finish that course for the current quarter, and to attend all performances. A grace period will be allowed during the first 2 weeks of each quarter for students to drop band/choir as an elective. If a student chooses to drop band/choir after the 2 week grace period, the student will receive a letter grade of "F" for the remainder of the quarter. A signed note from a parent/guardian will be required for a student to be officially dropped from band/choir.

AWARDS

Awards are given to Logan Junior High School students in recognition of outstanding achievements, leadership, and service. These awards may be given during the school year, at the end-of-the-year assembly, or at 8th grade graduation.

FIRE DRILLS and TORNADO DRILLS

At the sound of the fire alarm, students should follow the teacher's instructions on the method of evacuating the building. Directions for each classroom and teaching station are available on the bulletin board near one of the exit doors. Fire drill, tornado, and weather alert instructions will be given to all classes.

Current drill procedures are reviewed annually by the staff members.

Note: Tampering with the fire alarm system will be cause for suspension from school and referral to the State Fire Marshall's office.

TELEPHONE USE

The hall phone is for **emergency use only**. Permission to use it must be obtained from the school office or a staff member. After-school plans are to be finalized before coming to school.

CELL PHONE POLICY

Cell phones are to remain off and in student lockers during the school day (8:00-3:00). Additionally, cell phones should be turned off when entering the building. Consequences for inappropriate cell phone use will include, but not be limited to, confiscation of cell phone, after school detentions, Saturday detentions, etc.

SUBSTITUTE TEACHERS

Logan Junior High School is fortunate in having capable people to help whenever regular teachers are absent. A substitute teacher is an important member of our school and should be treated as you would your regular teacher.

A student referred to the office by a substitute teacher may be placed in suspension. The substitute teacher may access the detention policy set forth in this handbook.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Any student moving to a new address within or outside the district is to report the change of address and/or new telephone number to the office immediately.

TRANSFERS AND WITHDRAWALS

If a student is transferring or withdrawing from school, he/she must report to the school secretary in the school office to get the instructions as to the proper procedure to follow. The student must present a written request from his/her parent or guardian. This request should state the new address and the date the family is moving. The secretary will issue a Transfer Sheet, which will be signed by all teachers and the librarian.

HOMEWORK

Despite many recent changes in instructional materials and methods, parents and guardians probably share one educational experience with their children. Homework and education have become more student oriented. Activities are more often designed to meet the needs of each student, to broaden their experiences, to let them explore and achieve personal goals. Homework often produces worries and tensions for parents/guardians and also for children. As parents/guardians become more concerned about higher educational standards from schools and better academic performance from their children, they ask anxious questions about the value of homework.

Homework extends learning activities beyond the classroom; they can finish class work, makeup missed lessons, explore new ideas, or simply think about what they have learned at their own pace. For those students who sometimes find learning more difficult, the extra work can help them improve their skills.

Please help support the educational program at Logan Junior High School by encouraging your child to complete homework assignments on time. If you have questions concerning homework assignments, do not hesitate to contact your child's teacher for explanations.

UNEXCUSED OR LATE WORK

All unexcused/late work will be graded/assessed on a case-by-case basis based on individual policies established by the classroom teachers. Students are encouraged to maintain good communication with the classroom teachers in order to fully understand the expectations set before them.

MAKE-UP WORK

Parents/Guardians who wish to have books and assignments for a student who will be out of school several days because of illness should observe the following:

- It is recommended that requests for homework assignments be made only after a student has been absent for **two** days. Students will be given one day for each day of absence to complete and turn in make-up work. Teachers may also contract with students relevant to completing and turning in make-up work.
- Parents/Guardians should call the school and give at least 24 hours notice so teachers can prepare the assignment.
- Parents/Guardians may come to school to get assignments and books.
- The student should normally make up tests within the allowed time for make-up work (one day for each day of absence). If a student returns on the day of a pre-announced test, he/she may be required to take the test with the rest of the class.

INCOMPLETE WORK

Students who have incomplete grades recorded for any grading period will have two weeks to complete their work for a grade. All incomplete work not made up within this time limit will be recorded as a failing grade for that marking period. Failure to do so may also result in exclusion from activities until the matter is resolved with the student, teacher, and parent/guardian. Those who fail to meet this requirement, forfeit eligibility for the Honor Roll.

STUDYING TIPS

This study guide is prepared for students for help them meet the challenging academic work ahead. Students must learn how to work on their own and also learn to accept the responsibility of learning how to budget their time wisely.

The purpose of homework is to strengthen study skills, not to serve as a punishment to the student.

Schedule Your Study Time

Spend an average of 30 minutes on homework daily for each subject. Where there is no assignment for the day, spend your homework time on review, extra reading, or advance assignments. Budget your time and stick to your schedule. Leave yourself time to cover everything.

Make Study Periods Count

Find a place where you can study by yourself. Have everything you need for studying handy. Take away all distractions you can. When given time in class to study, count that time towards your 30 minutes per subject per day you need for homework. If you are studying with someone else, concentrate; don't gab and ramble.

Find the Cause of Your Difficulties

Let your teacher know if your daily homework takes more time than it should and get to the root of your trouble.

Keep Your Work Up-To-Date

Review as you read or listen, make notes, and organize your notes according to subject. Setup your notes so that when you review them, you will refresh your memory on what you have heard or read.

Have the Right Setting for Studying

When studying at home find a place that is quiet and well lit. Collect all the materials you need before you start. Study in the same place at the same time each night for better concentration. Do your hard homework first. The later it gets, the worse you will get. Keep a dictionary handy and take time to use it.

Keep Track of Homework Assignments

Know your homework assignment before you leave each class every day. Write down all your homework assignments.

What To Do If You Are Absent

After each absence, get the make-up homework assignments from every teacher.

Review Regularly and Often

Systematic review will enable you to learn more and retain what you learn longer. Ask for some tips from your teacher. Remember, you are reinforcing your own knowledge and skills.

Get Enough Sleep at Night - Eat Well -Balanced Meals

Keep the Long-Range Aims in Mind

Try to see where each day's homework fits into the total picture.

CHURCH-RELATED ACTIVITIES

Normally school activities will not be scheduled for any time on Sundays or Wednesday evenings after 5:30 p.m. These times are reserved for church activities in the community.

TRANSPORTATION OF STUDENTS FOR SCHOOL-SPONSORED ACTIVITIES

Any participant in an athletic or music event or other activity must ride to and from the event on the school transportation in order to participate in that event. Deviations from this procedure must require written permission from the parent/guardian and approval by the coach or sponsor of the activity.

Any trip taken during school hours pertaining to a specific class group under a specific teacher is defined as a field trip. Class members must ride to and from such field trips on the teacher-sponsored school vehicle or remain in school during the time such trip is taken.

Any trip taken by an authorized school organization or club during and after school hours is to be classified as an extra-curricular activity. Members of the club or organization participating must go to and from such activity on the school-authorized bus or vehicle. If a student belonging to such an organization goes to the activity other than on the school-authorized vehicle, she/he is subject to disciplinary action. Only teachers, sponsors, and students will be allowed to ride to and from the event on the school bus. If the student spectator rides to the game on the school bus, she/he will be expected to return on the bus. The student spectator will pay the school- stated fee for transportation. If the student does not adhere to the transportation rules for transportation of students for school-sponsored activities, she/he will lose the privilege of riding the bus to games.

These regulations are for the purpose of protecting of the student since it has been proven that the bus is the safest mode of travel for activities away from the school.

IF THE RULES ARE TO BE EFFECTIVE, THERE CAN BE NO EXCEPTIONS.

SPORTSMANSHIP CODE

- Win graciously and modestly. Lose even more graciously.
- Congratulate opponents in victory or defeat.
- Treat every opponent and official as a guest.
- Dispute no decision of an official.
- Never be out-fought, though out-scored.
- Admonish those who in the heat of battle tend to lose their judgment and sportsmanship.
- Recognize and applaud good play by either team.
- Never "razz" or cast abusive remarks at a player, official, or fan.
- Commit no act at any contest which you would not want remembered.

LOGAN JUNIOR HIGH SCHOOL SONG

School Colors: **Blue and Gold**

Tune: "When The Saints Go Marching In"

We are the Lions;
We're out to win.
We've got the spirit and the vim.
Oh, we love the Blue and Gold;
We're Logan Lions to the end.

We've got the spirit;
We've got the cheers.
We'll fight for victory with our team.
Oh, we love the Blue and Gold;
We're Logan Lions to the end.

Yell: Lions, Lions! That's our cry. V - I - C - T - O - R - Y!

STUDENT CONDUCT AT BASKETBALL GAMES AND OTHER ATHLETIC CONTESTS

It is important that the students at Logan Junior High School assume personal responsibility for their conduct at all athletic contests regardless of whether they are being held at home or away. Sportsmanship is in general a three-way relationship between the coach, player, and fan.

At all home contests, students are expected to:

- Be on time and go directly to the bleachers and sit down. If you come late, you will have to wait until there is a time-out or the end of a playing period occurs before taking a seat.
- Support your team by cheering for **all** good plays. Good sportsmanship means you should also applaud good plays by the other team. Logan School coaches and players respect good competition and as fans, you should too.
- Stay in your seats until half-time. No trips to the restrooms or water fountain. The concession stand will only be open at half-time and between games.
- Stay until the game is over or until a half has been completed. Basketball games last approximately one hour and ten minutes, so plan your time accordingly. For 5:30 p.m. games, play will be finished by approximately 6:40 p.m. The second game will start about 7:00 p.m. and be completed by 8:10 p.m. Other athletic contests vary.
- Refrain from throwing objects on the floor. No "Horseplay" will be tolerated. You will lose your privilege of attending athletic contests.
- Stay off the playing floor. When entering or leaving the gym, stay between the black out-of-bounds line and the bleachers. Do not run, push, or shove.
- Safety First!** Minimize the noise level when free-throws are being shot and when announcements are being made.

BE A GOOD LOGAN LION FAN AND WORK HARD AT BEING A GOOD SPORT

ELIGIBILITY CRITERIA FOR SIXTH, SEVENTH AND EIGHTH GRADE FIELD TRIPS

Discipline

- X Two days of in-school suspension and/or 1 day of out-of-school suspension will make the student ineligible for participation in this activity.

- X On a case-by-case basis, the principal reserves the right to deviate from the outlined rule if marked behavioral improvement is shown by a student during the course of the school year.

RECIPROCAL REPORT OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

The Police Department and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the principal's school:

- X All cases involving illegal or controlled substances, weapons of any type, gang activity, a serious crime or felony, and any other cases for which the reporting may be beneficial.

SEARCHES AND INSPECTIONS

School authorities may inspect and search places and areas owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student and without a search warrant.

SCHOOL VISITATION RIGHTS ACT

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.

(Source: P.A. 87-124 & 5)

BEHAVIORAL INTERVENTION (I.E.P.) JULY 1995

In accordance with Illinois Rules and Regulations, the school may adapt the discipline policy to meet the needs of those students who have Individual Education Plans (I.E.P.). Below is the short version of the P.E.S. policy:

Parents/guardians may have a copy of the complete Behavior Plan for Princeton Elementary District #115 if they ask at the Logan office. (Source: P.A. 87-1103)

Behavioral Interventions Policy for Students with Disabilities

The purpose of this document is to outline the policy of School District #115 on the use of behavioral interventions with students with disabilities. It is the fundamental principle of this policy that nonadhesive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive interventions should maintain respect for the student's dignity and personal privacy and adhere to professional practices. All of the procedural safeguards available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing behavioral interventions.

It is the intent of School District #115 that behavioral interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred because of both the low risk of negative side affects, and the high priority placed on behavior change.

Nonrestrictive interventions may be used without the development of a written Behavior Management Plan within the student's Individual Education Program (IEP).

Restrictive interventions may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. These interventions should only be used when a Behavior Management Plan has been developed by the IEP Team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to regain control of the individual's behavior. They shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment is an illegal intervention and shall not be used. In addition, expulsion with loss of services is also considered illegal for students identified with a disability.

When confronted with an emergency situation in which immediate intervention is needed, such as to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency situation selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented with a copy sent to the parent or guardian.

School District #115 shall maintain a Behavioral Intervention Committee to implement and regularly review the district policy on the use of Behavioral Interventions.

This policy has been developed based on a review of the document entitled "Behavior Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities" prepared by the Illinois State Board of Education dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001. A complete copy of the Behavioral Interventions Policy and Procedure for District #115 may be requested from each building administrator.

ANIMAL DISSECTION IN LIFE SCIENCE

There will be dissection of animals during Life Science. If a student objects to any form of participation during this activity, he/she may ask to be excused. An alternative activity may be assigned. If a student objects and chooses not to participate, no penalty will occur, but he/she must complete the alternative assigned.

ASBESTOS MANAGEMENT PLAN

The Princeton Elementary School District #115 Asbestos Management Plans have been prepared in accordance with the Asbestos Hazard emergency Response Act (AHERA, 40 CFR 763) for the respective school your child is attending. Copies of the Management Plan are available at the Administration Building, 506 East Dover Road, Princeton, Illinois and in the offices of your school. These Safety Sheets are available for your inspection during normal business hours of the office (Monday – Friday, 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Mr. Tim Smith, Superintendent at 815-875-3162. All six month inspections were completed in October 9, 2009. The last three year inspection was April 1, 2010.

MATERIAL SAFETY DATA FOR INSECTICIDE

The Princeton Elementary School District #115 Material Safety Data Sheet has been prepared in accordance with the OSHA Hazard Communication Standard (OSHA 29 CFR 1910.1200) for the respective school your child is attending. Copies of the Material Data Safety Sheet are available at the Administration Building, 506 East Dover Road, Princeton, Illinois and in the school office. These Safety Sheets are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 a.m. - 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact Mr. James W. Whitmore, Superintendent, 815-875-3162.

INTEGRATED PEST MANAGEMENT

The Princeton Elementary School District #115 Integrated Pest Management Plan has been prepared in accordance with the Public Act 91-0525 signed by Governor George Ryan on August 13, 1999. This changes the requirements for structural pest control inside all public school buildings. This act was implemented August 1, 2000. Copies of the Integrated Pest Management Plan are available at the Administration Building, 506 East Dover Road, Princeton, Illinois and in the school office. These Safety Sheets are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 a.m. - 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact Mr. James W. Whitmore, Superintendent, 815-875-3162.

IMMUNIZATIONS

Immunizations are required for all students unless parents decline for religious reasons. A doctor's signature is required for medical exemptions. Health records need to show month, day, and year for each dose given. If immunization requirements are not met by October 15 of the current school year, the child cannot attend school until immunizations are received.

PHYSICAL AND DENTAL EXAMS

Students entering kindergarten (or first grade) and fifth grade are required to have a doctor signed physical exam on record in the school office. Physical exams are also required for any organized sports programs. Beginning in the 2005-06 school year, Public Act 093-0946 and HB0752 requires Kindergarten, Second, and Sixth grade students to have a dental examination by May 15th of the current school year. Proof of a completed examination must be turned into the office.

DUE PROCESS

Due process procedures shall be observed whenever serious disciplinary action is directed by either a teacher or a school administrator toward a student. Serious disciplinary actions include, but are not limited to, academic suspension, suspension from school, and expulsion. Due process generally requires, before final disciplinary action is taken, that:

1. The student be advised of the misconduct with which he or she is charged and of the proposed disciplinary action;
2. The student be offered an opportunity to admit or deny the charges;
3. The basis of the charges be explained to the student if the student denies the charges;
4. A further opportunity be offered to the student to respond to the charges and the proposed disciplinary penalty;
5. The final decision will be communicated in writing to the student, and in appropriate cases, to the parent.
6. If the administrator determines that a student's presence in school will pose a continuing danger to person or property or constitute an on-going threat of disrupting the academic process, he may immediately remove the students without prior notice and hearing. Except in cases of disruption or where circumstances make it vital that one or several be removed from

school property immediately, students shall not be released from school during the school day without notifying the parent or guardian in person or by phone.

7. Possession and/or use of beepers or portable phones by a student on school property is prohibited unless authorized by local school officials. Cellular phones may be in the student's possession, however they must be kept 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 IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals

RELEASE OF INFORMATION

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, person, agency, or organization receiving the information, and purpose of the release.

EXCEPTIONAL CHILDREN RIGHTS

Exceptional children shall enjoy rights and privileges equal to those of other children in the district. Princeton Elementary School District 115 is a member of the BMP Coop. The BMP Coop maintains a comprehensive program of special education and supportive service for all exceptional children from ages three through twenty-one who reside within the district.

SPECIAL SERVICES AND OTHER PROGRAMS

Princeton Elementary District 115 offers special education services, Learning Disabilities resource services, speech, occupational and physical therapy, Title I reading and math, early childhood education, and at-risk pre-kindergarten programs. New students to the district will receive speech screening unless prior screening results are available. Any student may receive screening upon request of parents, teachers, or certified speech therapists.

DISCIPLINE POLICY INVOLVING STUDENTS WITH SPECIAL NEEDS

To maintain the highest professional standards and best practices in the use of behavioral interventions with students with disabilities in this district and to preserve the dignity and privacy of such students, the following procedures will be used with any student receiving special education and related services in the district who:

1. exhibits a pattern of behavior(s) related to his/her disability,
2. is receiving services as indicated on the student's Individual Education Program, and
3. for which a Behavior Management Plan has been formulated on the IEP.

These procedures will also be used with any student receiving special education and related services in the district when any emergency behavioral intervention is required to insure the safety and well being of the student, other student, and/or staff.

A detailed copy of acceptable and unacceptable interventions and other policy procedures can be obtained from the district office.

The district will provide a copy of this policy on the use of restrictive behavioral interventions to all parents or guardians of students receiving special education or related services in the district within 15 days of the beginning of each school year. At the same time the district will inform those same students of the contents of this policy in a manner appropriate for each student's level of functioning.

Students with special needs who do not have a behavioral intervention plan:

The district will provide a copy of this policy on the use of restrictive behavioral interventions to all parents or guardians of students receiving special education or related services in the district within 15 days of the adoption of district policy, upon the initial IEP conference, and upon any IEP conference in which a Behavioral Management Plan is incorporated. Annually the district will inform those same students of the contents of this policy in a manner appropriate for each student's level of functioning.

CHALLENGE PROCEDURES:

Parents shall have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Parents shall have the right to challenge an entry exclusive of grades in the school student records on the basis of accuracy, relevance, and /or propriety.

The parent or a qualified student may request a challenge hearing provided the request is made in writing to the proper school official. The hearing request must state specifically what entry is to be challenged. Hearings may be for temporary or permanent records

The hearing format is as follows:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal, procedures shall be initiated
 - a. The school shall appoint a hearing officer, who shall not be employed in the attendance center in which the student is enrolled.

- b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parents and school officials agree upon an extension of time.
- c. The hearing office shall notify parents and school officials of the time and place of the hearing.
- d. At the hearing each party shall have the rights outline the Act (see Art. 50-7, (b) (1) through (4).
- e. A tape recorder or a court reporter shall make a verbatim record of the hearing. Either party in the event of an appeal of the hearing officer's decision may prepare a typewritten transcript. However, a typewritten transcript is not required in an appeal. The decision of the hearing shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
 1. To retain the challenged contents of the student record.
 2. To remove the challenged contents of the student record; or,
 3. To change, clarify or add to the challenged contents of the student record.

CURRICULUM REVIEW

Curriculum content may contain certain topics/activities that a parent may find objectionable, and the pupil shall not be required to take that portion of the course if the parent submits a written objection, i.e.

-Recognizing and avoiding sexual abuse -Activities/courses based on religious beliefs

-Sex education/family life courses Parents may review textbooks and preview films or videos. Please contact the teacher or principal to schedule such a preview.

PARENT'S RIGHT TO REQUEST AN EVALUATION

At any time, a parent is entitled to request an evaluation for special education services. This request can be made in writing or by phone with the building level administrator. Soon after the initial request, the school/district may decide if an evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. Should the district determine that an evaluation is not needed, parents will be informed of how to obtain a copy of the *Notice of Procedural Safeguards Rights of Parents of Students with Disabilities*.

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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 the school bus.

Electronic recording on School Busses

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

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PARENTS RIGHT TO KNOW

Dear Parent/Guardian:

In accordance with ESEA Section 1111 (6) *PARENTS RIGHT-TO-KNOW*, the Princeton Elementary School district is notifying every parent of a student in Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

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

If at any time your child has been taught for 4 more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district superintendent, Tim Smith, at the following phone number 815-875-3162.

Sincerely,
Tim Smith
Tim Smith, Superintendent

Handbook10-11 Reviewed & Approved 5/10

