

# Midland District #7 Handbook

## Grades PK-12



## 2018 - 2019

Dear Parents/Guardians,

Welcome to the 2018-2019 academic school year! I hope the summer was relaxing and spent amongst family and friends. It is my honor to continue to serve as Superintendent of Schools for the Midland School District. Our schools are marked by a commitment to educational excellence and deeply enriched by a supportive school community of students, parents, faculty, and staff. Together, we will continue to assist all students in reaching their highest academic and emotional aptitude in preparation for success in an evolving global society.

The Student-Family Handbook is a guide to our district's practices, guidelines, and procedures. It is assessed annually by a committee of administrators from our schools, who are leaders in helping to provide the highest quality educational experience for our students. We have set extremely high standards for our district, many of which are included in this handbook. Student familiarity and compliance with expectations helps ensure a healthy school climate that is conducive for learning. Please also take some time to review district policies and regulations, which are all fully updated and available on our website.

As we look forward to the new school year, we anticipate collaborating with you as we continue to provide robust and comprehensive educational and co-and extracurricular opportunities for all students.

On behalf of the Midland School District, I sincerely thank you for your support of our schools, and for the opportunity to work with you as a leader of this extraordinary school community. I wish each of you a wonderful and productive school year!

Warmest regards,

Bill Wrenn  
Superintendent of Schools

## Midland CUSD #7 Mission Statement

### **I. District Vision Statement**

We are committed to providing a safe and supportive environment where all students are empowered with the necessary tools, skills, and opportunities for both academic and personal success.

### **II. District Mission Statement**

The mission of the Midland School District is to provide learning opportunities and an educational climate where individuals can strive to reach their fullest potential so as to become life-long learners and responsible citizens for the community.

#### *Belief Statement*

- Mutual respect
- Involving family and community
- Diversity
- Lifelong learning
- Academic achievement and success
- Needs of all learners
- Developing productive citizens

#### **HANDBOOK DISCLAIMER:**

Not all disciplinary problems and situations can be identified through general guidelines. The administrators reserve the right to act appropriately at their discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to override or suspend the guidelines due to an unusual or unique set of circumstances.

The Board's comprehensive policy manual is available for public inspection through the District's website [www.midland-7.net](http://www.midland-7.net) or at the Board office, located at:  
901 Hilltop Dr. Sparland, IL 61565

The School Board governs the school district and is elected by the community. Current School Board members are:

Ryan Weber, President  
Marilyn Stickel, Vice President  
Stephanie Poignant, Secretary

Laura Ekern  
Jay Riddell  
Summer Traver  
Cheryle Wood

The School Board has hired the following administrative staff to operate the school:

Mr. Bill Wrenn, Superintendent  
Krystle Padilla, Elementary Principal  
Mr. Jeremy Gauwitz, High School Principal  
Mr. Adam Janssen, Middle School Principal  
Ms. Lynn Jason, Transportation Director

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# **Midland Community Unit School District #7**

## **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Computer Network and Internet Use Policy**

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

***Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.***

The Midland Community Unit School District Internet Use Policy is considered to be a part of this Handbook, but it is provided separately to families and students. It is very important that you read this addendum to the Handbook and return the signed signature sheet to the office. Signatures of both students and families must be received prior to student use of the Internet at school. The school website is [www.midland-7.net](http://www.midland-7.net).

## **Educational and Personal Rights**

It shall be a violation to harass, defame, intimidate, threaten, use profanity toward, assault, or engage in an act of violence directed against an individual or identifiable group of individuals. Any student who violates this policy shall be disciplined, including possible suspension or expulsion, and notification of law enforcement officials.

## **Emergency Contacts**

It is imperative the school have emergency phone numbers in addition to the family's home and work numbers. The emergency contact should be able to pick up your child if necessary. Phone numbers that have been changed need to be reported to the school office immediately.

## **Emergency School Closing Due to Inclement Weather**

Severe weather sometimes makes it necessary to close school. Families that have registered with the District's School Messenger notification system will receive a phone call and/or e-mail stating that school has been cancelled. In addition, the following radio and TV stations along with the district website can be referred to:

District and School Facebook Pages	Various Twitter Accounts
WHOI TV	WMBD
WEEK TV 25	WYZZ

Please do not call school officials to see if there will be school since their phones must be open for emergency calls. If bad weather happens during the day, the safety and welfare of the students will be the first consideration. Students should know what to do and where to go if they are sent home before regular dismissal time. Please set up an emergency plan for such instances.

## **Free and Reduced Lunch Program**

Applications for the Free and Reduced Lunch Program are available at registration or any time during the school year. Applications may be turned in at any school office. You will be notified promptly whether you qualify so your child can begin receiving free or reduced lunches as soon as possible. It is important to give us your application before school starts so your child can, if approved, begin receiving free or reduced lunches from the beginning of the year. A new application must be submitted each year since the program does not carry over from one year to the next.

## **Equal Opportunity/Gender Equity Policy**

The Midland Community Unit School District will not discriminate on the basis of religion, race, color, national origin, sex, handicap, or sexual orientation. OCUSD # 7 follows the requirements of Section 504 of the Rehabilitation Act of 1973 which states that, *"No otherwise qualified individual with handicaps...shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."*

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

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

## **Harassment/Bullying**

**Bullying:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Harassment:** Harassment is unwelcome conduct or communication that either substantially interferes with a student’s school performance or that creates an intimidating, hostile, or offensive environment at school. This includes the use of ethnic or racial slurs.

When harassment or bullying is reported, a confidential internal report will be made by either counselors or administrators to both outline and document the problem. Possible actions when an incident is reported include:

1. student mediation with counselor or administrator present
2. counseling session(s) with student(s)
3. Discipline referral, which may result in a warning, detention, in-school suspension, school service, suspension, and/or referral to the Board of Education for expulsion depending on the severity of the act.

### **Cyber-Bullying - Public Act 98-801 (effective 1-1-15)**

Public Act 98-801 provides that no student shall be bullied through electronic means accessed outside of school and may permit student discipline when both of the following occur:

1. The incident is brought to the attention of school officials.
2. The bullying behavior creates a substantial disruption to the school’s educational process.

Midland Schools follows a set of procedures each time an incident of bullying or harassment is reported. Procedures list progression towards consequences, connection to support services through counseling, and incident documentation.

Any reports of bullying/harassment related to ethnicity, immigration status, race, religion, gender identity, expression, or sexual orientation will be investigated using the bullying/harassment protocols outlined in the handbook.

## **Sexual Harassment & Teen Dating Violence Prohibited**

### **Sexual Harassment Prohibited**

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Complaint Managers:**

Adam Janssen  
901 Hilltop Dr  
Sparland, IL 61565  
309-469-3131  
ajanssen@midland-7.net

Krystle Padilla  
625 6th St.  
Lacon, IL 61540  
309-246-2775  
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Jeremy Gauwitz  
1830 St. Rt.17  
Varna, IL 61375  
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jgauwitz@midland-7.net

**The overriding goal in addressing harassment or bullying is to both stop the behavior and teach offending students how their actions can and do negatively affect others.**

## Health Information

### State of Illinois Health Requirements

Every student who will enter Pre-School, Kindergarten, 2<sup>nd</sup> Grade, 6<sup>th</sup> Grade, and 9<sup>th</sup> Grade must meet the following requirements according to Illinois laws:

#### Preschool

- New Physical Exam (done no more than 1 year before start of school)
- DPT or TD – 4 doses
- Polio- 3 doses
- HIB- 1 dose
- MMR- 1 dose
- Varicella- (Chicken pox) - one dose or proof of having the disease
- Hepatitis B- 3 doses
- Pneumococcal vaccine (PCV) – Primary series or 1 dose
- Lead Screening – date & results done any time before Preschool
- TB Screen - date & results done anytime before Preschool

### Kindergarten

- New Physical Exam - (done no more than 1 year before start of school)
- New Dental Exam
- New Eye Exam
- DPT or TD booster - after age 4
- Polio Booster - after age 4
- MMR – 2 doses after age 1(2nd Dose at Age 4)
- Varicella - (Chicken Pox) 2 doses or proof of having the disease
- Lead screening – Date & Results done any time before preschool

### 2<sup>nd</sup> Grade

- New Dental exam

### 6<sup>th</sup> Grade

- New Physical Exam (done no more than 1 year before school starts)(Sports physical not acceptable)
- New Dental exam
- Tdap – 1 dose
- Hep B- 3 doses
- Varicella- 2 doses
- Meningococcal- 1 dose

### 9<sup>th</sup> Grade

- New Physical exam – Sports physical not acceptable
- Tdap – 1 dose
- Varicella- 2 doses

### 12th Grade

- Meningococcal- 2 doses (1<sup>st</sup> dose was given on or after 16<sup>th</sup> birthday only 1 dose needed)

### **Immunization Requirements for other School-Aged Children\*\***

- DPT or TD- 5 doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- Tdap – Children entering sixth thru 12<sup>th</sup> grade must show proof of 1 dose regardless of last TD or DT.
- Polio - 4 doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- MMR-Children entering school at any grade level, K-12 must show proof of having received 2 doses
- HEP. B- 3 doses
- Varicella-1 dose on or after the first birthday. 2nd dose on or after 4th birthday.

**Note:** A regular state physical exam form can be used for a sports physical, but a sports physical is NOT accepted for the state requirement. Physical exams and correct immunizations are to be turned in by the first day of school. A student will be denied attendance after October 15 until these forms are turned in to the school office. All new students coming from out of state are required NEW Illinois school physical and meet all immunization requirements and will have 30 days to comply.

### **Immunization Waivers**

The Illinois State Board of Education (ISBE) has developed guidelines for medical or religious immunization exemptions. The guidelines can be found at [http://www.isbe.state.il.us/school\\_health.htm#immu](http://www.isbe.state.il.us/school_health.htm#immu).

### **First Aid**

All first aid is administered in the school nurse's office, except for minor scrapes that can be handled in the classroom or on the playground. If your child sustains a significant injury or head bump, you will be notified by telephone. If an injury or illness is significant enough for your child to be taken home, you will be advised about medical follow-up if it is deemed necessary. *It is imperative for families to keep office updated with current home, work, and TWO emergency phone numbers* so that someone can be contacted if the need arises. Emergency persons should be capable of picking up your child if necessary.



### **Guidelines for Excuse from Physical Education**

A doctor's note is required to excuse a child from P.E.

### **Health Record Information**

Families are asked to fill out a new Health Record Information sheet each year. This form provides the important information about your child's health, allergies, special needs, etc. which helps us care for your child's health needs at school. Because children's health changes from year to year we need to have you fill out a new one at registration each year to keep us up-to-date. If significant changes occur during the school year, please keep your school nurse informed.

### **Illness**

You are the best judge of your child's health. However, we would like to emphasize that unnecessary absenteeism will only make your child fall behind in his/her classroom studies. Some children complain of not feeling well in the morning, but feel better after getting awake and getting fresh air and activity.

Please use the following guidelines to determine the need to keep your child home:

- Temperature 100 degrees or over. (Your child needs to be fever free for 24 hr. before returning to school)
- Diarrhea/vomiting within the past 24 hrs.
- Undiagnosed rash
- Any contagious condition

Do not hesitate to call the school nurse if you have any questions.

**Note:** A doctor's note is required for a child to be held out of Physical Education.

School guidelines for sending a child home from school early:

- A child will be sent home from school with illness after seeing the nurse or health aide.
- A child is automatically sent home if a fever is present
- If a child has vomited
- Other severe cases

All available phone numbers provided to the school may be used in an attempt to contact families/families.

### **Lice**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. All absences beyond one day due to lice or nits will be subject to the unexcused absence policies.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school and accompanies him/her to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
5. It will be kept as confidential as possible, but other children that associate closely with those affected may be checked.

### **Reportable Communicable Diseases**

Chickenpox, strep throat, scarlet fever, measles, impetigo, pink eye, lice, and scabies must be reported to the office or school nurse. Your child should not be in school with any of these conditions until they are properly treated and non-contagious. Ringworm should not keep a student out of school, but must be covered if in an area that may come in contact with other children's skin.

### **Medications at School**

1. Prescription Medicines – School Policy states that medications may be given to students only upon a *written prescription from a physician and the written request of the family.* The "Consent for Administration of Prescription Medication" form must be filled out and signed by the doctor and the

family.

- a. Guidelines for sending medication to school:
    - i. The *prescription-labeled* or original medication container must be sent.
    - ii. On the medication container must be written the student's name, doctor's name, date, name of medication, dosage, and the time to be given.
    - iii. *Prescription medications will be given at school only if truly necessary. Medicines to be given 3 times a day DO NOT need to be given at school.*
  - b. All medications will be kept in the nurse's office unless we receive a doctor's order for your child to carry it. (Example: inhaler or Epipen.)
2. Non-prescription medicines – School policy states that non-prescription medications will be given at school only if it is necessary for your child to perform better in school, e.g. cough medicine for “cold” symptoms without a fever. The “Consent for Administration of As-Needed Medications” form must be filled out and signed by the family and a doctor.
- a. Guidelines for sending medication to school:
    - i. Medicine must be sent in its original container. On the medication container must be written the student's name, date, and dosage to be given.
    - ii. Medication must be delivered by a parent.
  - b. All medications will be kept in nurse's office.

### **Medication Consent/Nursing Intervention**

Every family must fill out consent for Administration of As-Needed Medications form for each student. This form becomes a permanent part of a student's health record, just as the physical exam, dental exam, and the immunization record.

### **Care of Students with Diabetes**

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

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

For further information, please contact the building principal.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the family of the homeless child has the option of either: continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Family Liability for Student Action**

The families whose children participate in actions which damage school property or disrupt the educational

process, causing lost work hours, including false fire alarms, bomb threats, and other actions intended to disrupt the educational process shall be charged for the costs associated with such actions. The Board shall present the families with a bill itemizing the costs as soon as practicable after the event.

### **Non-Discrimination Policy**

The Midland Community Unit School District will not discriminate on the basis of religion, race, color, national origin, sex, handicap, or sexual orientation. Midland CUSD #7 follows the requirements of Section 504 of the Rehabilitation Act of 1973 which states that, *“No otherwise qualified individual with handicaps...shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”*

### **Non-School-Sponsored Publications - Guidelines for Student Distribution**

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

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

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

### **Integrated Pest Management**

It is the policy of this school district to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. State law requires public schools to practice IPM.

The Integrated Pest Management program at this school will include the following:

- Regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical controls methods have been applied
- Preventive actions to reduce future pest problems

### **Pests**

It is the policy of this school district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.

### **Asbestos Management Plan**

The Midland School District has asbestos within the school(s). Our school is required to notify students and parents of the asbestos and the containment annually. As required our buildings were initially inspected for asbestos. Our inspection was conducted on July 12, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months, and a re-inspection conducted every three years. We had our last three-year re-inspection on August 2012 and our last Periodic Surveillance was in February 2014.

On March 6, 2008, an air and water quality inspection was also conducted. No significant concerns or problems were reported.

The inspection/management plan is available for public view in the Midland School District office.

### **Physical Restraint/Corporal Punishment**

Corporal punishment is not used in Midland CUSD 7. However, school personnel may use reasonable force for self-defense, to protect other persons, and to protect property.

### **Request for Special Education Evaluation**

As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations be put in writing and addressed to the building principal where your child resides.

### **Birth Certificates**

Parents must provide a certified copy of their child's birth certificate within 10 days of the start of school. Hospital souvenir copies are not sufficient. Failure to do so will result in the principal providing a request in

writing. If a parent does not comply within 10 days, a referral will be made to law enforcement per District Board Policy 7:50. PK students will not be allowed to register without a certified birth certificate. K-4 students will not be placed on class lists until the first day of school if a birth certificate is not provided. Students may be excluded from field trips or field day if out of compliance.

## **Residency Requirements**

State regulations require families to prove they are residents of the school district annually before their children may attend school. Families must provide two proofs of residency at each school their children attend along with the District Residency Affidavit. Examples of proofs are driver's license, a current utility bill, auto insurance card, or property tax bill.

## **Return to Learn Protocol**

**The RTL Team, student, and parent(s) will determine a plan specific to each individual returning to school from a concussion.**

RTL Team: School Nurse, school counselor, classroom teacher, athletic trainer (for RTP protocol)

<b><u>STAGE 1</u></b>	No School Attendance.
<b><u>STAGE 2</u></b>	Emphasize total cognitive and physical rest. Return to school with a reduced schedule with academic accommodations.
	<p><u>Accommodations/Modifications:</u></p> <ul style="list-style-type: none"> <li>• Reduced schedule (half or reduced day)</li> <li>• No tests or quizzes</li> <li>• Reduced or no homework</li> <li>• Extended time on assignments and deadlines</li> <li>• Provide copies of lecture notes and historical guidance/examples as needed (situations of memory loss)</li> <li>• Limited technology</li> <li>• Visual accommodations for light sensitivity</li> <li>• No physical education</li> <li>• Preferential seating</li> <li>• Allow for rest breaks</li> </ul>
<b><u>STAGE 3</u></b>	Return to school with academic accommodations.
	<p><u>Accommodations/Modifications:</u></p> <ul style="list-style-type: none"> <li>• Reduced schedule if needed</li> <li>• Modified or reduced tests, quizzes, and homework</li> <li>• Extended time on assignments and deadlines</li> <li>• Provide copies of lecture notes</li> <li>• Limited technology</li> <li>• Visual accommodations for light sensitivity</li> <li>• Limited physical education per doctor recommendation</li> <li>• Preferential seating</li> <li>• Allow for rest breaks</li> </ul>
<b><u>STAGE 4</u></b>	Return to full day of school when symptom free*.
	<p><u>Accommodations/Modifications:</u></p> <ul style="list-style-type: none"> <li>• Resume current academic load</li> <li>• Begin Return to Play program</li> </ul>

Students must meet each stage's requirements before moving to the next stage, but may start at any stage as

recommended by the doctor.

A 504 Plan will be considered for long-term or severe cases as recommended by the doctor.

\*Symptom free: no headaches, no dizziness, no sensitivity to light/noise

## **Response to Intervention (RtI)/Multi-Tiered System of Supports (MTSS)**

Response to Intervention (RtI)/MTSS is a term to describe Midland District 7's multi-tiered approach to the identification and support of students with learning, behavior, or emotional needs. The RtI/MTSS process begins with high-quality instruction and universal screening of all children. Learners who are not meeting district expectations are provided with interventions at increasing levels of intensity to accelerate their rate of learning or improve their social/emotional functioning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, specialists, or other staff in the building. Progress of these interventions is closely monitored to assess the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction or intervention. RtI/MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcomes.

## **Safety Drill Procedures and Conduct**

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

## **Search Procedure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

## **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to

protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Sex Offender & Violent Offender Community Notification Laws**

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

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Special Education Students and Behavior Intervention Policy**

It is the purpose of this policy to comply with P.A. 89-191 of The School Code on the use of behavioral interventions for students with disabilities. The MBP/District recognizes that appropriate interventions are necessary for all students, disabled or nondisabled, whose behavior is not acceptable, and administrators, teachers, and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) and IL Administrative Code 23 I, S.375.30 afford families certain rights with respect to their child's educational records. School student records are confidential and information from them will not be released other than as provided by law.

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

After transfer, graduation, or permanent withdrawal from school, a destruction schedule goes into effect (60 years for permanent records and 5 years for temporary records).

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

1. The right to inspect and copy the student's education records within 10 Business days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.

2.The right to request the amendment of the portion student’s education record that the family or eligible student believes is inaccurate, misleading, irrelevant, or improper.

3.The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or family can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4.The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information on this can be obtained from the school office.

### **Textbooks and Library Books**

Most textbooks are rented to students and must be returned at the end of the year for reuse the following year. Therefore, it is important that texts be cared for properly. Students will be charged replacement costs for any damaged or lost textbooks or library books. Please see the textbook fine schedule below. In addition, penalties may be applied for overdue library books.

<u>Damages</u>	<u>Fine/% of cost of book</u>
1. Loose Bindings/Cover Damage	Up to 100%
2. Missing Page(s)	100%
3. Ink/Highlighter Marks	\$1 per page
4. Obscenities- drawn or written	100%
5. Damages that prevent reuse	100%
6. Water Damage	Up to 100%
7. Missing 1 Barcodes	\$5.00
8. Missing Both Barcodes	100%
9. Book Rebinding	\$10.00
10. Textbook Overdue fine	\$5.00

### **Academic Integrity**

Students are expected to maintain academic integrity at all times. Any form of cheating shall be a violation of



this expectation and may be dealt with using standard disciplinary procedures.

## **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **Attendance**

*Important Note: To report your child's absence from school please call at any time  
**before 10:00 A.M.** Thank you!  
Elementary School - 246 - 7215  
Middle School - 469-3131  
High School - 463 - 2095*

With few exceptions, there is a direct correlation between attendance and school performance. With that in mind, and also in consideration of principles such as responsibility, dependability, maturity, etc., students should strive for good attendance. Whether an absence is excused or not, students lose indispensable educational advantages when they are absent.

In an effort to maintain a quality education and good attendance levels, Midland Community Unit School District 7 has enacted the following policy:

*The family of any student in District 7 will be contacted when the student has been absent a total of 7 days. Following a total of 10 days absence, a second notice to attend will be sent in an effort to improve attendance. If attendance does not improve, a third notice to attend will be sent stating that to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's family or family must still comply with absence notification procedures. Should a family choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state the specific days that a student is excused from school and be signed by a doctor. The medical note must state that the student has been seen by the doctor.*

***Upon a student's third (3) unexcused absence (truancy) during the previous 180 days of school attendance, the student may be referred to the LaSalle/Marshall/Putnam Regional Office of Education Truancy Intervention/Prevention Program for a one-time intervention.***

***Upon a student's fifth (5) unexcused absence (truancy) during the previous 180 days of school attendance, the student shall be referred to the LaSalle/Marshall/Putnam Regional Office of Education Truancy Intervention/Prevention Program.***

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

### **School Day**

Midland Elementary - 8:20-3:04 (Varna Bus) 3:10 (Sparland Bus & Lacon Pick-up) 3:25 (Lacon Bus)

Midland Middle School - 8:23 - 3:07 (Varna Bell), 3:10 (Lacon Bell), 3:30 (Sparland Bell)

Midland High School- 8:20 - 3:10

\*\*\* ***Supervision is not available before buses arrive, so other students should not arrive before 7:50.***

### **Early Dismissal Days:**

Midland Elementary-8:20-2:05 (Varna Bus) 2:10 (Sparland Bus & Lacon Pick-up) 2:25 (Lacon Bus)

*Pick Up Students and Walking Students begin dismissing at 2:05PM in the front of the building.*

Middle School - Bus Times: Varna 2:02, Lacon 2:05, Sparland 2:25

### **Reporting Procedures**

Procedures for reporting an absence include a **telephone call** (or note or personal contact) **by 10:00 a.m. the morning of the absence.** If a call or other communication is not received by 10:00 a.m., the school will attempt to contact the family. However, in that case, since family notification was not received, the absence will be considered unexcused. **Call your student's appropriate office.** A voice mail answering service is in operation every night and until 10:00 a.m. the following morning to receive attendance calls for your student. If it is known in advance that a student will be absent, notify the office at least one day in advance (in writing).

Any time a student leaves the building for an appointment, etc., he/she needs to be signed out by a parent/guardian in the office. Likewise, students coming late from an appointment or for any other reason need to be signed in by a parent/guardian in the office. Failing to do so may result in an unexcused absence.

\*\*\*High School students may sign themselves in/out. Prior parent and office approval is required.

### **Absences for School Day and Extra Curricular Activities:**

Students not in attendance because of illness for at least a half-day (end of students lunch) will not be permitted to participate in extracurricular activities. If a student has participated without having met the attendance requirements, consequences will be left up to the director or person in charge.

### **Types of Absences**

#### **Excused:**

Under Section 26-2a of the Illinois School Code, the following circumstances are considered valid causes for a student's absence:

- Significant illness
- Death in the immediate family
- Observance of a religious holiday
- Family emergency
- Other situations approved by the school administration

Absences meeting the requirements of state law will be marked "excused" provided proper procedures are followed.

Every effort should be made to make medical appointments outside of the school attendance day. The Midland School District discourages families from taking students on family vacations during periods when school is in session. Notification of such family trips/vacations must be made at least two school days in advance. Students need to obtain a pre-arranged absence approval form from their office. The form must be shown to each teacher in order to obtain all homework assignments prior to the absence. Family trips/vacations will be excused for up to a total of five days. More than five days will require administrative approval.

The student is responsible for making up the work missed following any excused absence. Doing any work that has been missed will help students keep up with the class and assist in understanding what is being taught next. Teachers will determine the appropriate time limit for makeup work.

**Unexcused:** Examples of unexcused absences are as follows:

- Absence not verified by family call or note following proper procedures
- Babysitting
- Birthdays
- Car trouble or any type of transportation problem with personal transportation
- Employment
- Hair appointments
- Incarceration
- Leaving assigned area without a note
- Leaving school without permission from the office
- Missing the bus
- Oversleeping
- Photography sessions
- Shopping
- Trips not approved
- Truancy, defined as
  - Tardiness over 5 minutes without a valid reason
  - Leaving class (or assigned area) without permission
  - Being somewhere other than class without permission
  - Others at principal's discretion

A family's call without a reason will make the absence unexcused. If the reason for the absence is not excusable (i.e. shopping, sleep, babysitting, car problems, etc.), an unexcused absence may be appealed to the principal, whose decision will be final.

**Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

**Homework Requests for Absences**

If a family wishes to have homework collected, please tell the office when you make the call in the morning. Requests made after 10:00 AM will not be fulfilled until the following day.

**Assessment**

Assessment includes both formal and informal methods including written work such as essays and math problems, anecdotal notes/checklists from observations made by teachers, selected response such as multiple choice, performances/demonstrations, and other methods that evaluate student learning (knowledge, reasoning, skills, and products). Students will receive a Grade Report at the end of each Quarter. Grades may be interpreted as follows:

**Grades PK-2**

Grades in PK-2 are skill based and do not necessarily reflect percentage of work completed correctly. An explanation of the skills is made clear on the report cards.

**Grades 3-12**

A+ 100

A 93-99

A -	90-92	C	73-76
B +	87-89	C -	70-72
B	83-86	D +	69
B -	80-82	D	66-68
C +	77-79	D -	65
		F	below 65

Final cumulative grades for the year will remain on students' permanent records. Students who do not do the work assigned and those who put little effort into their schoolwork risk failure. The ultimate decision to retain a student in a given grade level is made by the professional staff of the school. For building specific retention policies please contact your student's principal. There is no social promotion in Midland C.U.S.D. # 7.

### **Sex Education Instruction**

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as **at least a high school student and not 21 years of age or older**.

**\*\*Prom** is a privilege that is afforded to students that have been responsible students throughout the year. Any student suspended from school or assigned to Saturday detentions on five or more occasions may lose the privilege of attending the Prom and/or other MHS sponsored dances. Students will not be allowed to attend the prom if one or more of the following conditions apply at the time of the prom:

- The student is suspended out-of-school and/or is assigned to Saturday detentions on five or more occasions.
- The student has dropped out during the school year.
- The student doesn't have at least junior standing in high school or attending with a date who has at least junior level standing.

Any student attending a Middle School Dance or Fun Blast Activity must be a currently enrolled 5th through 8th grade student.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;

7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

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

### **Breakfast/Lunch Procedures**

It is the policy of the Food Service Department run by Arbor Management, to recognize the family's responsibility to provide a lunch for their children either by sending a cold lunch from home or ensuring they are provided with lunch money on a daily basis. Proper nutrition is essential for learning to occur. All meals served by the Food Service Department of the Midland Community School District comply with the U.S.D.A. guidelines for the National School Lunch Program.

The District uses *Meals Plus* a prepaid system for school meal accountability.

- Funds must be deposited into a student's account prior to purchasing any item in the school cafeteria.

K- 4 Grade - Lunch/Breakfast money is collected by teachers in the classroom and taken to the office for deposit.

5 - 8 Grade - Lunch money is collected in the Midland Middle School Office

9 - 12 Grade - Lunch money is turned in by students in the Midland High School office.

*\*To ensure proper credit for deposits please place lunch deposit in an envelope with the student's full name, school, and deposit amount written on the outside of the envelope. You may deposit for all students in your family at one school; be sure to write all students school and the amount for each student on the envelope. Funds received after 10:00 am will be credited to the next day.*

*NOTE: All balances from the end of last year will carry over to the next school year. Balances will also follow Students as they move to a different building in our district. Refunds will only be given upon graduation or if you move from the District.*

### **Free and Reduced Price Meals**

Applications for free and reduced price meals for each school year will be distributed to all families on registration day. Applications will be also be available four weeks before the start of the next school year (sometime in mid-July) at the District Office and online at the District's web site. Applications will not be accepted before that time.

\*Please note that until your application has been approved any meals provided are the responsibility of the family.

### **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher and the school nurse to ensure that treats do not conflict with any classroom allergies. All treats/snacks/food must be store bought and have ingredients listed to ensure safety. Treats and snacks not approved prior will not be distributed to students. We strongly encourage you to select a treat or snack with nutritional value.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 463-2095.

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

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

## **Curriculum**

A well-balanced educational program including mathematics, language arts, science, social studies, fine arts, health, and physical education is emphasized throughout Midland CUSD #7. The importance of all coursework cannot be underestimated for students to be prepared for the next grade level. Students who successfully complete all coursework will be prepared for the rigors of the next grade level.

Families of any student may review curriculum documents or any instructional materials used in the schools. Please contact the teacher or principal if you wish to see any of this information. They are also on each school's website.

Students that are enrolled in 11th and 12th grade have an opportunity to participate in dual enrollment and dual credit opportunities. For more information, refer to the High School Curriculum Guide, the Building Principal, or the High School Guidance Counselor.

## **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Learners program, contact your student's building principal.

## **Family Concerns**

When families have questions or are concerned with a classroom issue, they should make an appointment to discuss the matter with that teacher in private. If the issue is still unresolved after this conference, an appointment should be made with the principal. Issues not resolved at this level may be discussed with the superintendent. Further appeals may be made through the superintendent's office *who will act as the liaison to the Board of Education*.

## **Field Trips**

Field trips are an important component to a child's education and are considered part of the school day. These trips are designed for Midland students. When families attend as chaperones they should refrain from bringing siblings. Students will be bussed to and from field trips using district transportation. If the field trip concludes at the end of the school day, families who attended the event as chaperones may sign out their child in writing and transport him/her home if they wish. Students may ride home only with a family member. Any other special transportation request must be approved by the school principal in advance of the event.

## **Class Assignments**

It is the policy of the Midland School District that families may request individual teachers for their children up until May 1st of each year. Note: The request may not be honored; placement decisions are made by the professional staff. Students are assigned to class assignments either at random or on the basis of scheduling requirements. Class assignments are subject to change at any time by the administration. Families will be notified of any assignment changes for their student.

## **Lockers**

Students will be assigned lockers (or cubbies PK-3) for their coats, books, etc. The principal or his/her designee may conduct a search of the school physical plant including students' lockers. The assignment and use of a locker is made subject to the discretion of the school administration. The administration has the right to inspect a student's locker at any time. The school is not liable for losses incurred from lockers. Students are responsible for cleaning of hall and gym lockers. Students should not share their combination with anyone. All book bags are to be kept in lockers.

## **Physical Education**

All Midland students participate in Physical Education multiple times each week unless a student has opted out at the middle/high school to enroll in another academic course.

- Gym shoes are required for all students K-6 and should be left at school for this purpose.
- Students in grades 7-12 are required to change into appropriate athletic attire - School purchased uniforms are no longer required.
- In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions but must include a signature from a licensed person under the Medical Practice Act or Religious Clergy. The building principal will evaluate requests on a case-by-case basis. *State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.*

### **Waiver from Physical Education Requirement – Regular Education**

A student in grades 5 and 6 may opt out to take Band or Chorus. A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. Students in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers' Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning; or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Playground/Recess**

Children will generally go outside for recess at lunch. In the wintertime, children will go out unless the temperature or wind chill is below zero or the playground surface is considered too dangerous (ice, water, mud, etc.). Children must be properly dressed to play in the snow. This attire requires boots, snow pants, coat, mittens or gloves, and a hat or hood. A doctor's note is required for a child to be held out of recess.

At recess, students are expected to adhere to the following rules:

- Obey supervisors and show respect at all times.
- Abusive/foul language, harassment/name calling, and bullying will not be tolerated.
- Keep away from bicycles, cars, parking areas, and the bus traffic lane.
- Stay on the sidewalks or blacktop when the ground is muddy and during rainy weather.
- No food is allowed on the playground.
- Tackling, pushing, shoving, grabbing, and kicking are not allowed.
- No throwing snowballs or playing "King of the Mountain" games. Running and sliding on ice is dangerous and not allowed. Leave snow and ice on the ground!
- During inside recess, students should go directly to their assigned location and be seated with an appropriate game, book, homework, or other approved activity.

### **Prohibited Items**

**(not to be brought to school)**

Alcohol	Lighters/matches	Skateboards
Box Cutters/blades	Look Alike drugs	Skates (including "heelies")
Cameras	Lookalike or toy weapons	Tape/micro recorders
Candy/Snacks not part of lunch	Permanent markers	Trading cards
Pocket Knives	Tobacco products	Toys
DVD players	Radios/Boomboxes	Weapons
Illegal Drugs	Scoters	Laser Pointers

Any other item(s) which may cause distractions or disturbances to the educational environment are prohibited. Items that may be used as a weapon, objects that may endanger the safety of the student or others are also strictly prohibited. Students who bring such items to school will have the item(s) confiscated and may face standard disciplinary procedures. In many cases, families will be called to pick up the item.

NOTE: On occasion, staff may allow certain toys/items to be brought to school for specific activities (show & tell, share time, etc.)



## **Public Display of Affection**

No public display of romantic affection involving physical contact is permitted in the school environment (includes bus/playground).

## **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and the student will receive the device back at the end of the day in the school office.
3. Third offense – The device will be confiscated. A Saturday Detention will be assigned. The student's parent/guardian will be notified and the student will receive the device back at the end of the day in the school office.
4. Fourth and subsequent offense – The device will be confiscated, The student will be assigned an in school suspension and the student will receive the device back at the end of the day in the school office.

\*\*\*Offenses after the 4th offense will result in a school suspension.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Student Attire/Dress Code**

Students are expected to wear appropriate, clean clothing in good condition. Extremes in grooming and dress that violate safety and health or interrupt the educational process are not allowed. Students who do not meet the following guidelines may be required to change their clothing. Families may be contacted.

Following are examples of unacceptable attire:

- Students may not wear caps, visors, or sunglasses in the building. These items may be worn to school but upon entry should be removed. Caps shall be worn straight with the bill facing forward. Sunglasses

may not be worn in any manner inside the building.

- Students are not to wear clothing with inappropriate pictures or slogans, clothing promoting use of drugs, alcoholic beverages, disrespect, gangs, obscenity, vulgarity, violence, suggestive messages, or offensive depictions. If there is a question about an item, please contact the principal.
- Short shorts or skirts, halter-type tops, exposed midriff tops, spaghetti strap tops without an over shirt or blouse (girls), tank tops that expose undergarments (girls), tank tops/muscle shirts without an undershirt (boys), bandanas tied around the forehead, chains, or low waist/baggy pants that allow underwear to show, or any other clothing that creates indecency are not appropriate or acceptable at school.
- Appropriate and safe footwear shall be worn at all times. Flip flops, use of shoes with rollers (heellies), high heels, and bedroom or house slippers are unsafe in the school environment and therefore not allowed.
- Pajamas/sleepwear
- Clothing that is excessively torn or ripped.

The above list is only a guideline and should not be considered all-inclusive. When dress is identified as inappropriate, the student will be immediately referred to the building principal for appropriate action which could include:

1. A request to remove or change the unacceptable clothing, jewelry, etc.
2. Family contact to bring in acceptable clothing.
3. Student sent to in-school suspension if nothing can be done to either remove or replace the inappropriate dress.
4. Any other incident of inappropriate dress may result in consequences ranging from detention to suspension.

We are committed to providing the best educational climate possible. Student dress is part of that climate. We expect all students to respect and observe the stated dress code and guidelines. The administration will make the final decision regarding appropriateness of clothing in question.

## **Student Behavior & Discipline**

Any behavior which makes it difficult for other students to learn or for the teacher to teach is not acceptable. Safety and respect are integral to an effective education and expected for students to learn to act as responsible citizens. All are expected to show respect to all at all times. Student behavior across settings includes the following four key expectations:

*Educational and Personal Rights* - It shall be a violation to harass, defame, intimidate, threaten, use profanity toward, assault, or engage in an act of violence directed against an individual or identifiable group of individuals. Any student who violates this policy shall be disciplined, including possible suspension or expulsion, and notification of law enforcement officials.

The following is from the Illinois School Code, 105 ILCS 5/24-24, Maintenance of discipline:

*"... teachers, other certified educational employees, and any other person, whether or not a certified employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of families to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their families or families."*

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. Students, teachers, support personnel, administrators, and families will work together to help the student correct his/her behavior. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history,

his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

Reprimand or warning  
Sitting on bench at recess  
Elimination of recess privilege  
Suspension from school(In/Out)

Temporary removal from class  
Assigned seating at lunch  
Detention (After School/Saturday)  
Expulsion from school for up to one full calendar year

Note: Refusing to do assigned school work is a form of misconduct and will be dealt with using normal disciplinary methods.

Guidelines for students: 1. Treat others the way you would like to be treated  
2. Keep hands, feet, and objects to yourself and honor others' personal space  
3. Be respectful, polite, and courteous  
4. Follow directions the first time

Appropriate student responses to other's misbehavior: 1. Ignore 2. Walk away 3. Ask them to stop 4. Get an adult

## **Midland Middle/High School Discipline Procedures**

### **Detention**

Detentions are given for minor infractions. Detentions issued by classroom teachers should be served in detention hall. Failure to serve a classroom detention will result in a discipline referral for insubordination.

### **One Hour Detention**

One hour detentions are assigned by the high school administration for repeated minor infractions so that the student has a chance to change his/her behavior before more severe discipline steps are taken. Failure to serve a one-hour detention will result in a Saturday detention. One-hour detentions will be served after school on Tuesday or Thursday at the HS from 3:10 to 4:10 p.m. and at MS from 3:30 to 4:30 p.m.

### **Saturday Detention**

Saturday detentions may also be assigned for tardiness, truancy, and other discipline situations. Transportation will not be provided by the school district. Saturday detentions will be held on Saturdays as designated by the principal from 8:00 a.m. to 11:00 a.m (long) or 8:00 a.m. to 9:30a.m. (short).

Students failing to serve a detention will be suspended out of school as arranged by the Principal. Only family emergencies and student's illness will be excused. If a student is going to miss Saturday detention for the reason listed above, the parent or guardian must call the principal's office at 463-2095 prior to 8 a.m. on the date of the detention.

Saturday detentions will be supervised. All school rules apply. Sleeping is not allowed. The student must bring homework or other educational reading. Any student who commits an infraction during Saturday detention can be sent home immediately and will forfeit all time served that day. If the Saturday detention assignment is not completed and the student was originally assigned an out-of-school suspension, the student will be suspended out of school.

### **Out-of-School Suspension (OSS)**

Out-of-school suspension is when a student is temporarily suspended from MHS for a period of one to ten days at the discretion of the administration. Students placed on OSS will be required to make up all daily classroom activities, assignment, and quizzes for full credit. When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school-sponsored function.

The law gives the community, through its school board, the right to exclude certain students from school. These students are recommended for expulsion to the board of education by the administration when it is determined that every effort and avenue to solving the student's problem has been exhausted without positive results or potential success. Students who received an excessive amount of out-of-school suspensions may be considered for approval to the most appropriate alternative academic placement. Students may also be expelled for specific acts of gross misconduct.

### **Re-Engagement of Returning Students**

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

### **Due Process Procedures**

Students and their parents/guardians have the right to request a hearing related to any disciplinary decision, including suspensions or bus suspensions. A hearing may be requested for the following reasons:

1. The student and his/her parent or guardian wishes to contest the facts which lead to the disciplinary action.
2. The student and his/.her parent or guardian wishes to contest the appropriateness of the sanction imposed by the disciplinary authority.
3. The student and his/her parent or guardian alleges prejudice or unfairness on the part of the school district official responsible for the discipline.
4. If the student and her/his parent or guardian desires a hearing, they should contact the Principal. Parents/guardians always have the right to request a stricter penalty for school infractions by their student.

### **Midland Elementary School Discipline Procedures**

Midland Elementary School follows a positive reinforcement model for student behavior. Positive Behavior Intervention Supports (PBIS) is designed to reinforce and encourage positive behavior by developing school-wide expectations. Students and adults work together to create a social-culture in our school that will encourage positive behavior and interactions, while discouraging problem behaviors.

A separate PBIS Guide will be sent home to all parents.

### **Disciplinary Guidelines**

The Board of Education identifies the following offenses as unacceptable student behavior and stipulates actions for each. Behaviors may be considered unacceptable when deemed necessary by administration. in the discretion of the administration Consequences vary depending on the degree of severity of the particular offense and the age of those students involved.

## **DISCIPLINE LEVELS**

### **Level I Offenses**

These offenses call for after school or Saturday detentions.

1. Rudeness to staff member
2. Excessive display of affection
3. Failure to act responsibly in class, halls, etc.
4. Minor violations of classroom or school discipline policies
5. Tardies
6. Truancy

7. Failure to carry or produce a school I.D.
8. Student in restricted areas without a pass (parking lot).
9. Students without a hall/washroom pass
10. Card playing (non gambling)
11. Throwing snow
12. Use of profanity
13. Unauthorized use of an electronic signaling device (cell phone or pager, PDA Etc.)
14. Off campus between periods.
15. Violation of attendance policies.
16. Possession of open beverage containers.
17. Cafeteria misbehavior/failure to clean up area (clean-up assignment and loss of cafeteria privileges).
18. Sexual harassment or same sex harassment
19. Racial, ethnic, sexual slurs
20. Computer/Internet misuse
  
21. Possession of a laser pen (confiscation of the pen) If the laser pen is used in a dangerous manner or as a weapon, it will be considered a Level IV.

### **Level II Offenses**

These offenses call for an automatic suspension of 1 to 3 days.

1. Verbal abuse to staff members (profanity, obscenities)
2. Failure to follow directives (insubordination)
3. Forgery (falsifying passes, grades, parent telephone calls, etc.)
4. Disrespect for staff on or off campus
5. Misconduct – Any action that affects the orderly operation of the school or occurs in the community during school hours
6. Includes but not limited to:
7. Vulgar actions/speech
8. Fighting
9. Vandalism/graffiti (plus restitution and clean-up)
10. Failure to serve detentions
11. Failure to identify self
12. Possession, use or being under the influence of an alcoholic beverage, drug, drug paraphernalia and/or look-alike drug at any time in the building, on school grounds, in a school locker, on school buses or at school-sponsored activities. Students found in violation of this rule for a first time will be automatically suspended out of school for 3 days. Students found in violation of this rule for a second time will be suspended for 10 days and recommended for expulsion.
13. Contests for money, gambling
14. Riding, sitting in or driving a motor vehicle during the school day, without approval.
15. Smoking off campus during a school day.
16. Smoking/possession of tobacco products.
17. Possession or Under the Influence of Drugs or alcohol
18. Physical/verbal harassment
19. Computer/Internet Misuse
20. Violation of items 1 or 2 in paragraph three of “Gangs and Gang Activity.”
21. Reckless driving/parking lot violation- (driving that may endanger the lives of others may be a Level III or Level IV offense). Consequences may include the loss of driving privileges.
22. Major theft (plus restitution)

### **Level III Offenses**

These offenses call for possible suspensions of 4 to 10 days alternative school placement or expulsion may be appropriate:

1. Threatening a staff member/student.

2. Tampering with fire extinguishers or other safety and health equipment
3. Extortion
4. Initiation
5. Gross disobedience or misconduct
6. False fire alarm (and payment of \$300 or current fire department rate)
7. Bomb threat
8. Dangerous acts which may affect the health and safety of self or others
9. Distribution or participation in a transfer of alcohol, drugs or a drug-related substance and/or look-a-like.
10. Felonious acts.
11. Physical attack or attempted attack of a staff member.
12. Possession on person or in locker of any fireworks, firearm, look-alike weapon, knife, non-lethal noxious gas, or other hazardous or disruptive items. Violation of the weapon policy will result in an 10-day suspension and a recommendation to the Board of Education for expulsion from school.
13. Arson
14. Gang policy: Violation of item 3 in paragraph three for “Gangs and Gang Activity” policy or any second violation of the “Gangs and Gang Activity” policy.
15. Disorderly conduct, including any verbal or written threats that may affect the health and safety of self or others or significantly disrupt the normal operation of the school. An evaluation of the student by a psychiatrist or other qualified mental health examiner that indicates the student does not present a threat to himself or others may be required by the school administration before the student is allowed to return to school. Upon receipt of the evaluation results, the school administration may reduce the total number of days of the suspension to not less than three. The cost of such an evaluation is the responsibility of the parent/guardian.

### **Academic Honesty**

Students are expected to demonstrate honesty and integrity while in attendance at school. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers, and scientific research. All work submitted by students should be a true reflection of a student’s own effort and ability. Academic dishonesty or cheating will result in (1) an academic penalty to be administered at the discretion of the teacher, (2) an appropriate disciplinary penalty, if any handbook violations occur, to be administered by the principal, and (3) co-curricular penalties when co-curricular guidelines are violated.

### **Tobacco Products (Use or Possession)**

Includes but is not limited to snuff, chewing tobacco, cigarettes E-Cigs, or cigars.

- |             |  |
|-------------|--|
| 1st offense | A 3 day suspension or 1 day suspension with parent contact |
| 2nd offense | A 3 day suspension   |
| 3rd offense | A 3 day suspension   |

### **Weapons at School**

Illinois State Law, P.A. 89-371 of the Illinois School Code, requires students to be recommended to the board of education for expulsion if they are determined to be in possession of any items considered to be a weapon or a weapon “look-alike” at any school sponsored activity. “Weapon” is defined by the as “any object which may be used to cause bodily harm.” The law includes, but is not limited to, knives, guns, brass knuckles, billy clubs, and objects such baseball bats, pipes, bottles, locks, sticks, pencils, and pens which are used in an attempt to cause bodily harm. Any student in possession of weapons, regardless of the reasons for having them and regardless of their size or perceived potential for harm, will be suspended for 10 days and recommended to the board of education for expulsion. The law allows the board of education to expel a student for a period of time not to exceed two calendar years. The board of education will determine the appropriate disciplinary action for each case. No student should bring to school anything which may endanger the safety of others or put themselves at risk of being expelled. Midland High School and CUSD #7 will strictly enforce this law.

## **Gang Activity**

We have declared Midland High School a gang-free zone, and therefore, strong anti-gang policies have been implemented.

### **Gangs and Gang Activity**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good".

The visibility of gangs and gang-related activities in the school setting causes a substantial disruption of and/or materially interferes with school and school activities of this district. Gangs and gang-related activities are prohibited on school property, at school-affiliated activities, or property adjacent to school property.

“Gang” as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district’s rules and regulations. Such activities may include, but are not limited to, intimidating, harassing, threatening or inflicting physical violence on any person, committing illegal acts and violating school rules.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoo or other items which is evidence of membership or affiliation in any gang.
2. Shall communicate, either verbally or non-verbally (gestures, handshakes, or affiliation in a gang).
3. Shall commit any act which furthers gang activity, including but not limited to:
4. Soliciting others for membership in any gangs or distributing gang-related literature.
5. Requesting any person to pay protection or otherwise intimidating or threatening any person.
6. Intimidating or harassing any person for the purpose of gang recruitment or gang retaliation.
7. Drawing of gang-related graffiti on school building, equipment or property.
8. Inciting other students to act with physical violence upon any other person.
9. Committing any other illegal act or other violation of school district policies.

### **Gang Policy Violations**

Any student violating items 1 or 2 of paragraph three of this policy will be required to:

- Surrender to school officials any material or item alleged to violate this policy.
- Attend a parent/guardian conference with school officials. A representative of local law enforcement may also be included in this meeting.
- Sign a contract clearly stating consequences for any further violation of the policy.

### **Substance Abuse**

Unless medically prescribed, the use of controlled substances (drugs) and alcohol is detrimental to the health and well-being of students, disrupts the proper conduct of school curricular and co-curricular activities, interferes with the education of the user and is absolutely prohibited. This use includes transfer to other students, being under the influence, consumption of, or possession, whether in a student’s locker, clothing, car, knapsack, or otherwise. Policies and procedures pertaining to the use of controlled substances (drugs) and alcohol extends to all school-sponsored and related activities and all other co-curricular activities, whether held before or after school, in the evenings or on weekends.

If a student is found to be illicitly using, possessing or distributing drugs, look-alike drugs, alcohol and/or drug paraphernalia in violation of this policy the student will be subject to the following discipline measures:

The principal or designee will notify the student, parents, counselor, appropriate law enforcement agency and

superintendent of the violation. Possible consequences will be discussed with student and parents. When the prohibited use does not involve transfer of drugs or alcohol by the violator to other students, the following consequences will apply:

The first instance of prohibited use will result in a ten-(3) day out-of-school suspension.

The second instance of prohibited use will result in a 3 day out-of-school suspension. When the Prohibited use involves a transfer of drugs, look-alike drugs or alcohol by one student to another, the following steps will be taken and will apply to all involved in the transfer:

When the Prohibited use involves a transfer of drugs, look-alike drugs or alcohol by one student to another, the following steps will be taken and will apply to all involved in the transfer:

The first instance involving a transfer will result in a four-ten (4-10) day out-of-school suspension. Any further instance involving transfer will result in a four-ten (4-10) day out-of-school suspension.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials; including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy but one: (a) that a student believes to be, or represents to be, an illegal drug controlled substance or other substance that is prohibited by this policy; 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 controlled substance, or other substance that is prohibited by this policy.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - g. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.



4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
  
5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  
6. Using or possessing an electronic paging device.  
 Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.  
 Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.  
 Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.  
 Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.  
 Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  
7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  
8. Engaging in teen dating violence.
  - a. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  - b. Being absent without a recognized excuse.
  - c. Being involved with any public school fraternity, sorority, or secret society.
  - d. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  - e. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  - f. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
    - i. be a threat or an attempted intimidation of a staff member; or
    - ii. endanger the health or safety of students, staff, or school property.
  - g. Using, purchasing, selling or possessing any performance-enhancing substances.
  - h. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties

who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

9. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
10. Entering school property or a school facility without proper authorization.
11. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the

superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Out-of-School Suspension**

Suspension is a temporary exclusion from school due to gross disobedience or misconduct. The day(s) missed due to suspension will be considered an authorized unexcused absence(s). In accordance, with public act 99-0456, out of school suspension may be used under the following provisions:

#### **Out-of-School Suspensions Longer Than 3 Days**

- May only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either
  - o pose a threat to the safety of other students, staff, or members of the school community or,
  - o substantially disrupt, impede, or interfere with the operation of the school, as determined on a case-by-case basis by school officials.
- Students excluded from school for more than 4 days shall be provided appropriate and available support services during the period of their suspension, as determined by school authorities.

#### **Out-of-School Suspensions for 3 Days or Less**

- May only be used if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities, as determined by the school board or its designee.
- School officials shall make all reasonable efforts to resolve such threats, address disruptions, and minimize the length of suspensions to the greatest extent practicable.

Certain rule infractions of the rules will result in a student being suspended. Suspensions may range from 1 to 10 days. The student and parent have the right to review a suspension, rights are explained below.

- When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property. Procedure for initiating a review will be explained in the letter informing the parent of suspension. All tests and quizzes must be taken on the day the student returns.
- If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
- All students, upon returning from an out-of-school suspension, must meet with his/her guidance counselor for support services or meet the requirements set forth by administration at the time of the suspension.

### **In-School Suspension**

School administration may also assign in-school suspensions to be served in the school facility.

### **Discipline of Students receiving Special Education Services**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Student Rights in Disciplinary Procedures**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions are made according to the following procedures:

- 1) Out-of-School Suspension/Bus Suspension
  - a. A student must be given the opportunity to present information on his/her behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student, and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing within 24 hours.
  - b. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:
- 2) All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension.
- 3) The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board and may be represented by counsel. Hearings shall be held within five (5) days after receipt of the request for review.
- 4) Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting.
- 5) Upon receipt of the report, the Board may take such action as it finds appropriate.

### **Expulsion by the Board of Education**

In accordance with Public Act 99-0456, the following provisions will apply to expulsion:

#### **Expulsions**

- Expulsions may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (1) pose a threat to the safety of other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school. These determinations shall be made on a case-by-case basis by school officials.
- A school district may refer an expelled student to appropriate and available support services.

Expulsion is the removal of a student from school for a period of time ranging from in excess of 10 days to two (2) calendar years for gross disobedience or misconduct. In addition, if a student is suspended or expelled for any reason from any public or private school in this state or any other state, the student must complete the entire term of the suspension or expulsion from that institution before being admitted into Midland High School.

- 1) Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting with a hearing officer, appointed by the Board of Education, to discuss their child's behavior. Counsel may be present as well. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The hearing officer at such meetings shall state the reasons for expulsion and the date on which the expulsion is to become effective.
- 2) The Superintendent shall communicate the results of the hearing and action of the Board to the parent(s) or legal guardian(s) by registered or certified mail.

- 3) When a student's misconduct or disobedience is such that an expulsion hearing will be held, the student will be suspended up to ten (10) days pending the Board hearing.
- 4) When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property through the term of the expulsion.
- 5) When a student returns from an expulsion, administration and counselor will work with the student to develop a transition plan for their return to the school.

*Ref.: Public Act 97-495: Educational Rights of Expelled Students*

**Upon expulsion of a student, the public school district from which the student was expelled is obligated to provide the expelled student with contact information for all relevant alternative education programs. The public school district from which the student was expelled has no further obligation to the student, except in the case of a student with an IEP.**

### **Student Counseling Services**

“Students at Midland Elementary School have access to individual and group counseling services by school counselors in the Midland School District. These sessions may be unlimited and confidential unless a family provides written notification requiring family consent for counseling services.”

Notices are sent home for 3 – 6 grade body awareness for family permission.

### **Student Deliveries**

Items such as balloons, flowers, etc. delivered to the school will NOT be delivered to a student’s classroom. These items must be picked up by the student in the school office at the end of the day. Therefore, it is strongly recommended to not have such items delivered to the school. Such items as balloons and glass vases cause a hazard for our buses.

### **Elementary Parties**

There are 3 parties scheduled for the school year: Halloween, Christmas, and Valentine’s. The building principal must approve other parties. Student birthday parties may not be held at school. Parties are limited to only those students in the participating class. Siblings are not permitted to attend classroom parties.

Birthday deliveries (i.e.: flowers, balloons, presents, etc.) should not be made at school.

Parents should not send birthday party or any other party invitations to school unless all the students in the classroom are being invited to the party. The only time an exception to this rule will be made is if “girls only” or “boys only” are being invited – then all the girls or all the boys in the class must be invited.

### **Student supplies (non-toxic)**

K-6 art and craft supplies purchased are non-toxic.

### **Teacher Requests at Elementary**

Student assignment to classes will be determined based on student service needs, and grouping which best serves the needs of all students.

Legitimate parent requests will be considered in the decision but may not always be granted. Requests should be submitted in writing to the principal by May 1 for the next school year.

### **Title I and Parental Involvement**

The school annually has a meeting for all Parents/Guardians, which usually takes place in early September. Detailed information will be sent home.

### **Services Available to Children Ages Birth to 3 Years**

All families with a child age birth to 3 years that is eligible for early intervention services in Illinois are guaranteed rights by federal law.

#### 1. Families Have the Right to an Evaluation.

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. A multidisciplinary team of professionals who examines the child's medical history, development and current abilities does the evaluations. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress and needs.

#### 2. Eligible Families Have the Right to a Coordinated Plan.

Also within 45 days of being determined eligible for services, each eligible child and family should have a written individualized Family Service Plan for providing early intervention services that include the family's resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

#### 3. Families Have the Right to Consent.

Consent or permission must be obtained in the writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services. Parents can choose to refuse a particular service without jeopardizing any other services. Parents may also refuse a service at any time, even after accepting it, without it affecting other early intervention services.

#### 4. Families Have the Right to Prior Notice.

Parents must receive written notice 10 working days prior to any changes in their child's early intervention services. This notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents. Parents must indicate that they have received and understand this prior written notice.

#### 5. Families Have the Right to Privacy.

The law provides for your protection at all times. Any information that personally identifies you, your child or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don't have to give your permission, and refusing will not affect your services.

#### 6. Families Have the Right to Review Records.

Parents may inspect, review and amend records relating to their child and family. They may also request a copy of any records.

#### 7. Families Have the Right to Understand.

All families have the right to receive early intervention information in a manner that they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

#### 8. Families Have the Right to Disagree.

You have the right to file a complaint and have it resolved. If parents and the early intervention service providers disagree, the law provides for a timely resolution with 3 methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the

disagreement is being resolved, the child must continue to receive early intervention services unless the parents and services providers agree otherwise.

For more information about the Early Intervention Services System, call 1-800-323-4769.

## **Transportation**

All questions regarding transportation should be directed to the transportation director. The transportation director may be reached at 469-3131. A flyer containing the district's bus transportation policy, procedures, and rules will be distributed at registration.

### **Bus Conduct**

Students are expected to follow all the school's policies when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
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 building principal 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.

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

## **Unauthorized Entry**

Any person entering or attempting to enter the Midland Elementary School building without authorization will be prosecuted for trespassing. Persons without "VISITOR" badges will be considered "unauthorized".

## **Visitors**

We welcome visitors to school. In the interest of the safety and security of our students, **it is important that anyone wishing to visit any part of Midland CUSD #7 are required to report directly to the office first and register before going elsewhere in the building.** All visitors, including families, will be issued a "VISITOR" badge from the office. **Visitors may not go directly to classrooms.** If you wish to speak with a teacher, call in advance to make an appointment during that teacher's planning period. If you wish to meet with the principal, please call in advance to schedule an appointment.

Students may not invite friends or school-age relatives to visit them during the school day without a compelling reason and advance approval of teachers and principal.

While family involvement and support are very important in a child's education, some classroom visits can be distracting and disruptive to the educational process. Families who wish to visit classrooms should contact the teacher and principal at least one day in advance. In addition, due to security reasons and potential overcrowding, families are strongly discouraged from accompanying students into the building beyond the main entrance.

## **Volunteers**

Families and other adults interested in assisting in the classroom or other settings should contact the teacher or principal. Volunteers are subject to background checks and are reminded to keep cellular phones and other electronic devices powered off while assisting inside the school. We strongly encourage community involvement in our school and thank you in advance for your interest, time, and effort!

## **School Visitation Rights**

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

## **Guidelines For Service Animals in School Settings**

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinopneumonitis, Influenza, and Strangles
4. All service dogs must be spayed or neutered and evidence of same provided to the District by the Owner.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. The Owner must sign a statement acknowledging this responsibility.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability. Documentation of such training must be presented to the District by the Owner of the service animal.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.



13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The District is not responsible for the care or supervision of a service animal, including providing food or water for the animal, walking the animal or responding to the animal's need to relieve itself.
15. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
16. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.