

# 2018-19 Student Handbook Manhattan School District 114

Superintendent - Mr. Russell A. Ragon (815) 478-0191  
Special Education Director – Mrs. Melissa Hester (815) 478-4527  
Curriculum & Instruction Director – Mrs. Kristen Morphew (815) 478-4527

Wilson Creek School  
25440 South Gougar Road  
Manhattan, IL 60442  
FAX (815) 478-6035  
Principal – Mrs. Kim Maher  
(815) 478-4527

Anna McDonald School  
200 Second Street  
Manhattan, IL 60442  
FAX (815) 478-4035  
Principal – Mr. Ryan McWilliams  
(815) 478-3310

Manhattan Junior High  
15606 West Smith Road  
Manhattan, IL 60442  
FAX (815) 478-6094  
Principal – Dr. Ron Pacheco  
(815) 478-6090

**To Report School Absence**  
Call 478-4527 x 1 before 8:45 AM

**To Report School Absence:**  
Call 478-3310 x 1 before 8:45 AM

**To Report School Absence:**  
Call 478-6090 x 1 before 8:00 AM

## Board of Education

|                  |                |
|------------------|----------------|
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## Board of Education Meetings

The District 114 Board of Education meets at 6:30 PM on the second Wednesday of each month. Meetings are held in the Wilson Creek Elementary School commons (except as noted), 25440 South Gougar Road, Manhattan, Illinois.

## Message from the Superintendent

Your child's education is important to you as well as all of us at school. We are committed to developing each student to the maximum potential. Our curriculum is geared to teach the basic skills and yet provide opportunity for enrichment. Along with this we strive to help students achieve social skills for becoming good citizens. We feel that Manhattan School District 114 has been successful and with your continued support and cooperation we will improve.

We hope you find this handbook most helpful. It was prepared to acquaint parents and students with general routines and expectations of the district schools and summarize School Board policies governing the district. Compliance with policies is expected. Do note that the handbook may be amended during the school year without notice, however every effort will be made to inform parents of any changes. School Board policies are available to the public at the district office and at [www.manhattan114.org](http://www.manhattan114.org). I hope your child has a great year!

## Mission Statement

The Staff, Administration and Board of Education of Manhattan District 114 are committed to promoting excellence in student achievement and student behavior enabling children to become successful life-long learners.

## Philosophy

We believe that the chief purpose of the school is the all-around development of each child as an individual and as a citizen.

We believe that it is our duty as teachers to so train pupils that they may learn to live together peaceably, cooperatively and efficiently as intelligent individuals in an increasingly changing world.

We believe in a democratically operated school system at all levels. Pupils will learn the democratic way only as they have a chance to share it.

We believe that the school should help develop in its pupils a strong sense of sound American patriotism together with a full understanding of the liberties and responsibilities, which come under citizenship.

We believe that community understanding, interest and cooperation are necessary for the continuing success of any desirable school program.

We believe that good classroom order and a healthy, cooperative working atmosphere are essential to the effective conduct of any class.

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## **Accidents**

Every effort is made to prevent accidents. However, should an accident occur at school, these procedures are followed:

- First aid is given if necessary.
- The parent or guardian is notified if the accident warrants parental attention.
- If warranted, emergency medical assistance will be sought.
- An accident report is filled out.

If the family or guardian cannot be notified, school staff will attempt to procure the services of the family physician. Parents should make sure that the school has the necessary information to reach a parent. If a parent is unavailable, we will contact the name and number of a relative or close friend that is on file. Please keep this information current with the school office personnel.

## **Address Changes**

Change of address, home & cell telephone numbers, and other school related information should be reported to the school immediately to facilitate communication with a parent in case of illness or accident.

## **Admission of Pupils**

Manhattan School District #114 requires that all students attending District #114 schools be a bona fide resident of the district. To be a bona fide resident, a student must be living with a parent or approved guardian with legally acceptable custody and control documents who is a resident of the district. At the time a student is registered, parents or guardians will be required to provide two documents showing proof of residency. These could be, but are not limited to: property tax bill, mortgage papers, signed and dated lease, drivers license, vehicle registration, utility bill, or credit card bill.

A legal birth certificate (a hospital certificate is not sufficient) and health examination are required upon entering school.

Manhattan School District #114 adheres to Illinois School Code, which specifies that to enter kindergarten, children must be five years of age by September 1 of their kindergarten year and six years of age by September 1 of their first-grade year.

Occasionally, exceptions to both of these policies may be made for children whose potential and skills are in the very superior range. See section on Promotion, Retention and Acceleration. New pupils must present evidence of grade placement. The school will request complete records be sent from the former school.

Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the district rolls immediately. Parents or guardians making fraudulent registration will be charged the per capita tuition for the time the child has attended.

Per School Board policy 6:140, each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

## **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.

## **Appointments - Medical, Etc.**

If it is necessary to take students out of class, please send a note with them that day stating the time they are to leave for the appointment. Parents are asked to report to the office to pick up their child. Upon returning, the student must report to the office. Please try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday.

## **Athletic and Extra Curricular Activities**

### **Attendance**

Students must be in attendance at least one-half (1/2) of the school day in order to participate in an activity.

### **Athletic Awards**

Athletes must end the season in good standing to be eligible for athletic awards and letters.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

- Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;

- Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
- Ingest or otherwise use tobacco or nicotine in any form;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
- Haze or bully other students;
- Violate the written rules for the extracurricular or athletic activity;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### **Eligibility**

Students must have, on file, a physical form issued by a licensed physician no more than one (1) year preceding the tryout, practice or contest. The physical form must be on file before the first day of try-outs. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For Fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year the eligibility check shall begin the week prior to the first contest of an activity. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Grades shall be cumulative for the school's grading period. Three (3) cumulative ineligibilities will result in dismissal from the sport. All athletes are expected to attend all practices. Only illness, injury and exceptional cases will excuse an athlete from practice. Vacations are unexcused.

### **Expectations**

Each extra curricular activity offered by Manhattan School District 114 will have its own set of unique expectations. Each coach or sponsor will share these with students and parents in written form. Parents and students are expected to read and adhere to these expectations. Failure to do so could result in removal of the student from participation.

### **Leaving an Extra Curricular Activity**

The school district personnel believe, when parents or guardians send children to school for an activity, parents believe that children are in fact at school for the entire time of the activity. Therefore, students are encouraged to stay at the activity until it ends in an effort to reasonably insure the parental/guardian expectation. The staff has adopted the following policy: Students will not be allowed to come to an activity, leave the school property, then return to school property to obtain a ride. Violation of this guideline will result in administrative action.

### **Sportsmanship**

In accordance with School Board policy 8:40, all students and spectators will set an example of good sportsmanship at all times. Participating in the athletic program is a privilege providing the athlete is willing to assume certain responsibilities.

- Display high standards of social behavior.
- Display outstanding sportsmanship and a real spirit of cooperation
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Use language, which is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the field.

## **Transportation**

Team members must ride the bus to and from an activity unless a written note signed by the parent or guardian is given to the coach. A participant wishing to ride home with another participant's parent or guardian must have a note signed by his or her own parent or guardian stating that it is acceptable to do so.

## **Concussion Protocol**

Per Public Act 99-245 and School Board policy 7:305. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

# **Attendance**

## **Attendance Procedures - State Law**

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of six (6) and sixteen (16) years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term." This statement places responsibility for daily attendance with the parent or guardian of the student. The Manhattan School District faculty recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times tends to inhibit a student's opportunity to learn.

## **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Parents are required to call the office each day a student is absent. An answering machine may receive calls. If the absence is caused by a contagious disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, pneumonia, eye infections, strep or staph infection), the school should always be notified by the parent along with a doctor's confirmation of the disease contracted.

**Upon returning from an absence, it is the student's responsibility to acquire and complete all make-up work.**

## **Special Request**

If a child must stay indoors for recess, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

## **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## **Reporting Student Absence**

We care about the welfare of the children and want to ensure their safety as much as possible. In order to do this, we need your cooperation. We ask that you adhere to the following:

- Call the school each day that your child is absent at 478-4527 x 1 for Wilson Creek, 478-3310 x 1 for Anna McDonald or 478-6090 x 1 for the Junior High School. The call should be before 8:00 AM.
- When calling in the absence, please provide the student's name, grade and the reason for absence. We also want the name of the person calling.
- Calls will be accepted only from the parent or a supervising adult.
- When a student returns to school following an absence, the student must bring a note signed by the parent or guardian stating the date of and reason for absence **ONLY** if the parent or guardian has **NOT** contacted or been contacted by the school to report the reason for absence. Present the note to the office on the day of return.

**Failure on the part of the parent or guardian to explain an absence, either by telephone or note, will result in the absence being unexcused.**

### **Tardiness**

Students are expected to be at school on time and punctual to each class during the school day. Accumulation of tardies will result in disciplinary action.

### **Truancy**

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

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

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

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

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

## **Bus Regulations and Conduct**

The school bus is the safest form of transportation in the country. The construction of the vehicle and the training of the driver ensures protection for millions of students over millions of miles. A student is statistically safer in a yellow school bus than your family car. A goal of District 114 is to provide safe bus transportation to and from school for students who qualify. We expect that students and parents will familiarize themselves with the following information and observe these guidelines and regulations. The driver is in full charge of the bus and passengers at all times. All school rules and consequences noted in the discipline section of the handbook are applicable while waiting at the bus stop, boarding the bus, riding, and disembarking from the bus. In addition, failure to comply with the Conduct for Students may result in disciplinary action by school administration.

Although District 114 tries very hard to accommodate parents with childcare issues, we receive a number of requests for transportation beyond these issues. Due to overcrowding on buses, we cannot accommodate requests for birthday parties, play dates, social get-togethers, and/or after school gathering.

Childcare requests and daily changes of bus stop other than assigned should be put in writing. Parents and guardians should send requests addressed to the teacher. Information is then forwarded to the bus drivers. A request in writing helps ensure the safety of children.

### **Reminder**

Passing a school bus with the stop sign extended is against the law. Motorists should take special care, on and off school grounds, when buses load and unload students. Never pass a bus with the stop sign extended and the red flashing lights activated. Also, electronic visual and audio recordings, per School Board policy 7:220, may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings will be in compliance with State law and the Illinois Department of Transportation, Division of Traffic Safety.

### **Weather Delays**

In case of inclement weather conditions (fog, ice, etc.), buses may be delayed. Call the home school building phone number for information. Additional information can be found at: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, CLTV Cable & [www.emergencyclosings.com](http://www.emergencyclosings.com). The School Messenger service will be utilized to notify parents of any school / bus related changes.

### **Walk Zones**

Wilson Creek School students residing in Leighlinbridge subdivisions are within one (1) and one-half (.5) miles of Wilson Creek School and must walk to school unless parents pay for busing. Anna McDonald School students residing within six (6) blocks of the school are within one (1) and one-half (.5) miles of Anna McDonald School and must walk to school unless parents pay for busing. Manhattan Junior High students residing in Foxford, Ridgefield, Tramore, and White Feather subdivisions are within one (1) and one-half (.5) miles of Manhattan Junior High and must walk to school unless parents pay for busing.

### **Fees**

Students residing less than one (1) and one-half (.5) miles from school will be allowed to ride a bus for a fee, paid at the time of registration. There is no charge for students who live in a designated serious safety hazard area. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## **Conduct for Students**

**RIDING THE BUS IS A PRIVILEGE FOR STUDENTS. THE ADMINISTRATION OR BOARD OF EDUCATION HAS THE LEGAL RIGHT TO DENY A STUDENT TRANSPORTATION IF HIS/HER CONDUCT WARRANTS SUCH ACTION. IF SUCH ACTION IS TAKEN, THE PARENT(S) IS RESPONSIBLE FOR THE STUDENT'S TRANSPORTATION TO AND FROM SCHOOL.**

- Be on time at the designated school bus stop, five (5) or ten (10) minutes early.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop, the arm is fully extended and the door has been opened.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency until the driver gives instructions.
- Keep hands and head inside the bus at all times.
- Be absolutely quiet when approaching a railroad crossing.
- Do not tamper with the bus or any of its equipment.
- Throwing objects in or out of the bus at any time is prohibited.
- Assist in keeping the bus safe and sanitary at all times.
- Keep books, packages, coats and all other objects out of the aisles.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of small children.
- Do not ask the driver to stop at places other than the regular bus stops.
- Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the high way where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on trips under school sponsorship as you would observe them between home and school. Respect the wishes of the chaperone appointed by the school.
- No consumption of food or beverage, unless authorized by the bus driver.
- Students are not allowed to change buses unless approved by the administration.
- Payment of damage incurred to the bus by students is the responsibility of the parent.

## **Consequences**

Students are expected to follow all schools 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:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 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.

## **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.

## **Child Custody**

Custody of children has been a frequent concern of the schools. In order to prevent confusion over this issue, the parent with custody should fully inform the school office as to who may and may not sign out students and is authorized to sign permission slips and placement requests. It is absolutely mandatory that we have court documentation that the person with whom the child is living has legal guardianship of the minor child.

## **Computer Network Use Policy**

Manhattan School District 114 makes available to all students computer, network, and Internet access. The use of the District's network and equipment to access the Internet is a privilege, not a right. Inappropriate use of the network, its equipment or the Internet will result in cancellation of that privilege. Parents and guardians of students are responsible for conveying to their children the standards for use that follow.

## Acceptable Uses

Through the use of the District's network and equipment, students can access the Internet to locate hundreds of resources, databases, libraries, images and computer services from all over the world. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner for appropriate educational uses only. All student use of the District's network, equipment, and the Internet must promote educational excellence by facilitating resource sharing, innovation, and communication; or support education and/or research, and be in furtherance of the educational mission of the District.

## Unacceptable Uses

Any use in which disrupts the orderly operation, threatens the integrity or the efficient operation of the District's network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; or constitutes gross disobedience or misconduct is an unacceptable use. **The failure of any student to follow the terms of the Acceptable Use Policy will result in the loss of privilege to access the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including expulsion, and/or appropriate legal action.**

Unacceptable uses of the District's network specifically include, but are not limited to:

- Using the Internet to disclose personal information such as full name, home address, age, telephone number, or any personally identifiable data (photographs), of oneself or any other person;
- Using the Internet to harass, insult, threaten or attack others (cyber-bullying);
- Using the Internet to access, submit, send, publish, or display any e-mail, instant messages, documents, or other communications that are abusive, obscene, profane, sexually oriented, lewd, vulgar, threatening, racially offensive, harassing, defamatory, or inaccurate;
- Using the Internet to subscribe to or purchase services or products through the Internet;
- Using the Internet to access gambling sites;
- Engaging in any Internet activity that violates Board or administrative policy or directive, local, state, or federal law;
- Downloading unauthorized software;
- Loading unauthorized software;
- Engaging in plagiarism or copyright infringement;
- Entering chat rooms and using direct electronic communications (Instant Message services)
- Using technology for financial or commercial gain, or for promoting political views.
- Visiting any social network site

## Network Etiquette

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

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

## Installation of Software

No user may install software on District owned hardware or the District system. All users are required to report the existence of any unauthorized software on individual computers or the network.

## Privacy Statement

There is absolutely no expectation of privacy when using the District's network, equipment, e-mail system, or the Internet. All communications and documents stored on, or sent to or from the District's network may be monitored by the District.

## Vandalism

Vandalism is defined as any deliberate or intentional attempt to harm or destroy District technology, the District's network, or its equipment or data and is strictly prohibited. Students who vandalize will lose access to the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including suspension, and/or appropriate legal action.

Some examples of vandalism include, but are not limited to:

- Changing the computer system settings, altering the screensaver or desktop image, or uninstalling programs;
- Modifying, destroying, or corrupting the data of another user or the District network;
- Modifying, destroying, or corrupting District equipment or software;
- Creating and uploading of computer viruses;



- Using another's access privileges, password or accounts or attempting to gain unauthorized access to network resources.

In the event that district-owned equipment becomes damaged or disabled due to normal usage, the student must immediately notify the teacher.

#### **No Warranties**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by an individual such as the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at one's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### **Indemnification**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization. The District will cooperate with local, state and federal authorities in any investigation concerning or relating to any illegal activities conducted through District 114's technology.

#### **Internet Safety**

The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by the students themselves. Manhattan School District 114 strongly recommends parents and guardians discuss the Internet Safety suggestions with their students.

#### **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.

### **Conferences – Parent / Teacher**

Formal Parent-Teacher Conferences are scheduled by the district annually upon completion of the first grading period. Parents and school personnel may also arrange a conference at any time during the school year.

#### **Problems concerning classroom procedures**

- If a problem should arise in your child's classroom, first contact the teacher to set up a time, convenient to both parties, to discuss the problem.
- If the problem is not resolved, a meeting will be held including the parent, teacher and principal.
- If the problem is not resolved at step two (2), the principal may choose to arrange a meeting with the superintendent.
- If the problem is not resolved at step three (3), the superintendent may choose to place the problem on the school board agenda.

The above steps should be followed, in sequence, by parents, teachers, and administrators. In the event that the steps have not been followed in sequence, reference to step one (1) will be made.

### **Crisis Intervention Plan**

Manhattan School District 114 has developed a pro-active plan in the event of a tragedy. Examples of tragedies pertain to such events as sudden, tragic or multiple deaths of students or staff caused by an accident or illness, a natural disaster or an act of violence. The plan provides a way to assess the needs of students and staff as well as to assist in organizing building, district and community resources should they be needed.

### **Discipline Philosophy**

#### **Prohibited Student Conduct**

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

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- 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.
- "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.
- 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.
- 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.

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.

- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 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 cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

- 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.
- 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.

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:

- 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;
- 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.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other

than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **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 a likes" 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.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

The building principal or designee may choose to 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.

### **Aggressive Behavior, Bullying, & Harassment of Students**

Per School Board policy 7:20 & 7:180, the school district will not tolerate harassing, intimidating conduct or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

### **Prevention Of and Response to Bullying, Intimidation, and Harassment**

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

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

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

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or

- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### COMPLAINT MANAGERS:

Kim Maher, Principal  
Wilson Creek School  
(815) 478-4527

[kmaher@manhattan114.org](mailto:kmaher@manhattan114.org)

Ron Pacheco, Principal  
Manhattan Junior High School  
(815) 478-6090

[rpacheco@manhattan114.org](mailto:rpacheco@manhattan114.org)

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

#### Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any district complaint manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitution, State or Federal Statute, School Board policy, or other complaints outlined in school code 2:260.

#### Equal Opportunity and Sex Equity

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

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

**Alternative School Day Assignment (ASDA)** – When a student assigned to ASDA by the administration, the student is scheduled in the ASDA room where he/she is directly supervised throughout the school day. The student is expected to complete his/her normal school work, credit is given for this work, and the student is considered present at school. The following rules and procedures apply to ASDA:

- Students assigned to ASDA will report directly to the ASDA room upon reporting to school, and will be dismissed at the end of the school day.
- Students will not be allowed to leave the ASDA room until the end of the school day.
  - All necessary textbooks and materials must be brought with the student.
  - Breaks will be allowed to the washroom.
  - Lunch will be eaten in the ASDA room. Students may bring or purchase a lunch.
  - Each student is responsible for keeping his/her own work area clean.
  - There will be no talking or moving about the room without the supervisor's permission.

#### Suspension Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

**Due Process Procedure** - The District affords a due process appeal procedure for suspensions and expulsions in accordance with School Board policies 7:200 and 7:210. Students enrolled in special education are afforded due process in accordance with School Board Policy 7:230.

#### Search and Seizure

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

#### School Property and Equipment as well as Personal Effects Left There by Students

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 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.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

### **Seizure of Property**

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.

## **Emergency Plan**

School and civil defense authorities have adopted a plan for emergency situations that could occur during school sessions. The comprehensive plan sets up definite safety procedures to be followed in the event of fire, severe weather, tornado, enemy attack, civil insurrection, bus accident, school shooting, etc.

District 114 personnel have detailed instructions on how to evacuate or take cover depending on the nature of the disaster. In the event of emergency conditions at dismissal time, the principal or designated person will render a decision to have pupils remain at school until conditions improve or parents come to pick up students.

### **School Closing**

In the event of school closure for emergency situations, pupils should have designated homes to report to if the parent is not at home. Buses will run as usual. School closing due to extreme weather conditions or emergency will be announced over the following stations: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, & CLTV Cable. The Manhattan School District School Messenger communication program will be implemented to contact and notify families of emergency information.

Parents may also call any of the three schools for up to date information. If it is necessary to close school during the day, parents will be notified. Please make sure your child knows exactly what to do if an emergency occurs.

## **Fees**

### **Book Rental**

Students are responsible for the care of their books and must pay for any damages beyond ordinary wear, or for loss of the books.

### **Bus**

A fee, per child, will be collected at time of registration for those students residing less than one (1) and one-half (1/2) miles from school or who do not live in a designated hazardous area and wish to ride a bus to and from school. Students must be signed up for the entire school year and payment is made at time of registration.

### **Physical Education Uniform**

Manhattan Junior High uniforms are required for all junior high students. Gym shirts and gym shorts may be purchased during the first week of school from the physical education teachers.

### **Recorder**

Third grade students must purchase a recorder for music class.

### **Rental of Band & Orchestra Instruments**

Band and orchestra instruments may be available to rent. Please check with the director.

### **Science**

To insure student safety, safety goggles are required of all junior high students. Goggles may be purchased during the first week of school from the science teacher and should be kept for three years.

### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Written permission or signed permission slip by a parent or guardian is required for participation in all field trips. Payment for attendance will be collected at time of trip.

### **Fire, Disaster and Bus Drills**

Fire, disaster and bus drills are held at various intervals during the school year. Assuring safety for each child allows no time for getting wraps or personal belongings. However, care is taken so that needless, uncomfortable exposure does not occur.

Any person who falsely activates a fire alarm may be suspended or expelled from school. In addition, the school administration may notify the proper authorities and may press charges against the person. It is a violation of civil law to activate a fire alarm without just cause.

### **Food Service**

Cafeteria staff serves a hot, nutritious and healthy meal every day. Hot lunch includes one half pint of milk. Lunch money should be deposited into each child's account through PowerSchool. Parents have access to their account 24/7 and should check the account as often as necessary to ensure there are adequate funds to cover the purchase of lunches ordered. The school district will make an earnest effort to contact parents should lunch accounts incur negative balances. In the event an account is negative, a student may not purchase or receive a hot lunch until the funds have been deposited to cover the debt and future purchases.

### **Free or Reduced Lunch**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to; (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information. The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance. Appeals should adhere to School Board policy 4:130.

### **Grade Placement**

When students transfer from other schools to District 114, we have found that performance levels do not always match grade placement. In order to ensure the best possible placement for all students who enter our schools, several screening tests may be used. These tests measure student achievement in some basic skill areas and help us determine proper placement for new students. Should test results indicate a need for changing the students grade level placement, a staffing will be conducted to share all data collected with the students parents/guardians.

### **Grades – Plagiarism Policy**

Plagiarism is dishonest and should be avoided in all course work. Research papers are a very important part of the English curriculum. Thus, it is critical that students submit work that is according to the specifications and guidelines for research and is not plagiarized. Students who plagiarize any one part of the research assignment will receive a "0" for the entire assignment and will have no opportunity to make up the work. Plagiarism includes:

Failure to give credit to the appropriate source for the material that is directly copied quoted or paraphrased (including homework).

Use of other's work as one's own.

Use of other's ideas as one's own.

Because it is a serious offense and will be treated as such by the faculty, students should avoid all forms of plagiarism in written and oral work. Students are likely to receive no credit for plagiarized work and no makeup privilege.

## Grading System

| LETTER | WORK                        | PERCENTAGE   | GRADE POINTS |
|--------|-----------------------------|--|--------------|
| A+     | Excellent                   | 100 - 98   | 4.333        |
| A      | Excellent                   | 97 - 93  | 4.000        |
| A-     | Excellent                   | 92 - 90  | 3.666        |
| B+     | Good                        | 89 - 87  | 3.333        |
| B      | Good                        | 86 - 83  | 3.000        |
| B-     | Good                        | 82 - 80  | 2.666        |
| C+     | Average                     | 79 - 77  | 2.333        |
| C      | Average                     | 76 - 73  | 2.000        |
| C-     | Average                     | 72 - 70  | 1.666        |
| D+     | Below Average (but passing) | 69 - 67  | 1.333        |
| D      | Below Average (but passing) | 66 - 63  | 1.000        |
| D-     | Below Average (but passing) | 62 - 60  | 0.666        |
| F      | Failure                     | Below 60   | 0.000        |
| I      | Incomplete                  | If an Incomplete is given, a student has four weeks to complete the work before becoming an F. |              |

### Honor Roll

The Honor Roll is established for students in grades six through eight and is divided into two (2) categories:

High Honors..... 3.5 - 4.0

Honors..... 3.0 - 3.49

The Honor Roll is based upon grade points and the points totaled for:

- o ELA
- o Science
- o Mathematics
- o Social Studies
- o Physical Education
- o Cycle classes

The total points are then divided by seven (7). An F grade in any subject will eliminate a student from the honor roll.

### Report Cards

The school year is divided into three (3) twelve-week grading periods. A report card of your child's progress will be posted on line following each twelve (12)-week trimester. Every parent is provided a username and password to access PowerSchool. Parent-teacher conferences will be held in grades kindergarten through eight after the first grading period.

## Health

### Immunization, Health, Eye and Dental Examinations

#### Required Health Examinations and Immunizations

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

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students entering grades 6, 7, 8, and 12. Students in 6<sup>th</sup>, 7<sup>th</sup>, and/or 8<sup>th</sup> grade should have already received this required immunization. If they have not, they will be required to do so immediately. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term will be required to provide proof of the required health exam & immunizations before they will be allowed to begin school. Appointments for vaccinations are acceptable for students protected under the homeless status and students transferring from out of state and for only 30 days past the date of enrollment. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination



All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15, or (3) has submitted a waiver showing either undue burden or lack of access to a licensed physician.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15, or (3) has submitted a waiver showing either undue burden or lack of access to a licensed physician.

### **Exemptions**

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist and the parent/guardian completes a waiver form; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist, and the parent/guardian completes a waiver form.

### **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, completed by the parent and student's physician, must be submitted to the school nurse.

### **Communicable Diseases**

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **The Illinois Department of Public Health recommends that your child stay home when the following conditions occur:**

- **Fever** - Temperature of one hundred (100) degrees F or above. Children are required to stay home for at least twenty-four (24) hours after the fever has gone down without the use of fever reducing medications.
- **Vomiting or Diarrhea** - All body fluids are considered contagious. Children are required to stay home at least twenty-four (24) hours after the last episode.
- **Pink Eye** - This may be viral or bacterial. Any child with symptoms such as swelling, redness, itching, or drainage should be seen by a physician. Antibiotics must be administered at least twenty-four (24) hours before returning to school.
- **Rash** - Some rashes may be contagious, some may indicate the presence of a serious, communicable disease, and some may be harmless. If the cause of the rash is not easily determined, it must be diagnosed by a doctor. A doctor's note should accompany the child when returning to school that identifies the rash.
- **Antibiotic administration** - Any child that has been diagnosed with a communicable disease that requires an antibiotic is required to stay home until he/she has taken the antibiotic for at least 24 hours.

### **Concussion Protocol**

Per Public Act 99-245 and School Board policy 7:305

### **Hazardous & Infectious Materials**

Per school board policy 4:160, the Superintendent shall take all reasonable measures to protect the safety of district personnel, students, and visitors on district premises from risks associated with hazardous materials, including pesticides and infectious materials.

### **Head Lice**

The school will observe recommendations of the Will County Health Department regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Students will be sent home if the presence of live lice or nits without history of prior treatment are discovered, following notification of the parent or guardian.
- 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 after treatment has been administered and the student is checked by the school nurse and determined to be free of the live lice.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical School Medication Authorization Form." This form must also be completed by the student's health care provider.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

All prescription medication and all over the counter medications such as Tylenol, Advil, cough syrups, cough drops, etc. require a completed medication authorization form signed & dated by the physician as well as the parent/guardian. All medication must be brought to school by the parent/guardian in the original container with the student's name on it. The medication will be kept in the nurse's office.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided:

Epipen-the student's parent/guardian and physician has completed and signed a School Medication Authorization Form or a Food Allergy Emergency Action Plan for the Epipen.

Inhaler-the student's parent/guardian have provided written authorization for their child to self administer an asthma inhaler while at school and they provided a prescription label with the name of the medication, dosage, and time to be administered.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Physical Examinations**

Physical examinations are required upon entrance into pre-kindergarten, kindergarten, or first grade and at the sixth grade level.

Children will not be allowed to attend classes until they have complied with the physical examination law.

All preschool and sixth graders are also required to receive the Hepatitis B Vaccine before the first day of school. The Hepatitis B Vaccine is given in 3 doses over a period of 6 months, so it is very important to begin the series right away. Student's who do not receive or do not begin to receive the series before the start of school, will be excluded until the series is started. If you have any questions you may contact the school nurse.

### **P.E. Excuse**

With a note from a parent, a student will be excused from P.E. for one (1) day. On the second day, a doctor's excuse is required or the student will be asked to participate. If a doctor's excuse is not received, and the student does not participate, it will be regarded as a failure to dress for P.E. If the doctor writes a note stating "no PE until further notice," an additional doctor's note will be required to clear the student for participation. Notes from a parent will not be accepted. Please be aware that if a student is out of PE, the student is not allowed to participate in any sport or recess.

### **Sports Physicals**

Any student participating in a sport must receive a sports physical from a doctor. Sports physicals must be turned in before a student is allowed to condition and/or try-out for a sport. Forms may be obtained from the student's coach or the school nurse. Sports physicals last for 395 days and must be renewed annually. School physicals may satisfy this requirement if completed within the required time frame and the doctor completing the physical has approved the student's participation in interscholastic sports.

### **Vision and Hearing Screenings**

Our qualified school nurses provide vision and hearing screening. Vision screening is done annually for pre-kindergarten, kindergarten, second and eighth grades, special education, and new transfer students. Hearing screening is done annually for all pre-kindergarten, kindergarten, first, second, and third grade students, special education and new transfer students. Students are also screened upon teacher referral. Students with previous hearing loss will be monitored annually at all grade levels.

Per the State of Illinois School Code, effective January 1, 2008, an eye examination must be included in addition to the health examination required within one year prior to entering kindergarten or the first grade, whichever grade the child first enters, of any public, private, or parochial elementary school.

### **Students with Food Allergies**

The school district has a "Food Allergy Management Program" to assist with managing students food allergies while at school. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. If medication is required while your child is at school, a "Food Allergy Emergency Action Plan" must be completed by a licensed health-care provider and a parent/guardian. The prescribed medication and the completed form must be brought to the school office by a parent/guardian. Management of a student with food allergies varies according to grade level. Please contact your school nurse to discuss your child's needs.

### **Emergency Contacts**

It is essential that these phone numbers be kept current and that only people who are readily available be listed. When a student becomes ill during school hours, they will be required to come to the nurse's office to be evaluated and a parent/guardian will be contacted if the nurse feels it to be necessary. Students are not permitted to contact their parent from their cell phones in class and request to go home due to illness.

### **Instruction**

The curriculum per Manhattan School Board policy 6:60 shall contain instruction on subjects required by the Illinois State Statute. In addition, per Manhattan School Board policies 6:110 and 6:160, programs for students "at-risk" of academic failure and/or dropping out of school and graduation incentive programs, as well as programs for English Language Learners will be developed, maintained, and supervised by the Superintendent or designee.

Per school board policy 6:170, the Superintendent or his designee will adhere to the guidelines set forth under Title I as it relates to the Improving the Academic Achievement of Disadvantaged of the Elementary and Secondary Schools Act.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3<sup>rd</sup> – 8<sup>th</sup> will take state standardized tests.

### **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.

### **Liabilities**

The school has no liability for personal property brought into the school or onto school property.

### **Lockers**

Lockers are the property of District 114. To maintain order 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. When feasible, the search should be conducted as follows:

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

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

Each fifth through eighth grade student will be assigned a hall locker. Junior High students keep this locker for three years, unless the principal grants permission for a locker change. Lockers are not to be defaced or tampered with in any way. Nothing is to be taped in/on the lockers. Locker combinations are not to be given to other students.

### **Lost and Found**

Lost and found articles are kept in a designated area. Money, glasses and jewelry are kept in the office. Any article found on school grounds should be brought to the proper place. Students are asked to inspect the lost and found before school, during lunch or after school.

### **Lunchtime Guidelines**

- The students will be under the supervision of the lunchroom monitors and will be responsible for their behavior to those in charge.
- Students will be expected to sit and eat their lunch like ladies and gentlemen.
- Students must obtain permission to leave the lunch area e.g. a) washroom; b) special work in classroom assigned by teacher; c) dressing for a sport; d) illness.

To insure the safety of our students during lunchtime the following policy is in effect:

Students are not allowed to leave school grounds, unless signed out by a parent in the office. For grades Kindergarten thru five (5) the recess duty supervisors will decide whether or not the students will go outdoors depending upon weather conditions. Dress attire should be appropriate for the weather conditions. These decisions will be at the discretion and judgment of the recess supervisors. Verbal notification from recess supervisors, as well as written notification in newsletters, may be provided to the students and parents, of expectations for the good of the whole student body.

### **Non-Certified Personnel**

The office personnel, teacher assistants, cafeteria workers, custodians, and bus drivers have been vested by the Board of Education with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be afforded the respect and obedience shown every other faculty member.

### **O.S.H.A.**

All staff has been in-serviced on blood borne pathogens and all rooms are supplied with blood borne pathogen kits in case of exposure.

These kits are also available for student to use if needed.

## Parent-Teacher Organization

Parents are urged to support the work of the PTO through membership and attendance at meetings, which enables them to study problems connected with education and rearing the children. District 114 is very fortunate to have an active PTO. The organization sponsors many valuable activities for both the students and parents. These activities have added significantly to the program at our school.

\*PTO Room Parties: All items brought to the party must be in their original containers with a list of ingredients available for students and/or parents to read. In the event that a parent wishes to not have their child participate in room parties, the parent needs to notify the teacher in advance so that alternate arrangements can be made for the student.

## Phone Use

Students will not be called out of class for personal telephone calls. If necessary, the secretary will take a message and see that the student receives the message. A student may be given permission to use the office phone, if necessary, by a teacher. However, in most cases, students will not be allowed to call home for lunch money, books, gym shoes, etc.

## Physical Education Policies

- Students are not allowed in locker rooms until the supervising teacher grants permission.
- Junior High students are required to have the following uniform:
  - Manhattan Jr. High shorts
  - Manhattan Jr. High t-shirt
  - Socks
  - Tennis shoes
    - Gym shirts and shorts can be purchased through the P.E. department. If a student forgets any part of the uniform they have the option to rent a shirt or shorts for a fee.
    - Improper dress or no gym clothes will result in the following action:
      - 1st time: verbal warning
      - 2nd time: detention
      - 3rd time: failure notice
      - 4th time: parent conference
      - 5th time: failure for grading period.
- Gym clothes are to be washed every week. Parents are asked to help in promoting good hygiene. Clothing will be checked for cleanliness.
- With a note from a parent, a student will be excused from P.E. for one (1) day. On the second day, a doctor's excuse is required or the student will be asked to participate. If a doctor's excuse is not received, and the student does not participate, it will be regarded as a failure to dress for P.E.
- Showers are optional but you must provide your own towels.
- Misbehavior of any type in the locker rooms will not be tolerated.
- Any misbehavior that the teacher feels is detrimental to the enjoyment or safety of the class by others will result in disciplinary action and/or parent conference.
- Students are not allowed to use equipment unless supervised by an instructor.
- No jewelry is to be worn during P.E. class.
- All food and drink is prohibited in the gym.
- The principal and/or physical education instructors must clear any deviation from the above policies.

## Pictures

Professional photographers take individual pictures of all students in the Fall and again in the Spring. Fall pictures are usually received before winter break. Purchase of pictures is optional. Eighth grade group and individual graduation pictures are taken at a later date and announced in advance. Group activity pictures are taken throughout the year.

## Playground Rules

The following rules have been established for the student's safety and are expected to be adhered to by all students.

- Students must keep their body parts to themselves.
- When the bell rings, students will walk on the blacktop and line up per supervisor directions.
- Students must play within the marked boundaries of the playground.
- Playground supervisors will complete accident reports as a result of playground accidents or mishaps.

**Monkey Bars** - Only one (1) student on the bars at a time.

**Slide** - Only one (1) student on the slide at a time. Students will slide down the slide, on student bottom, feet first.

**Swings** - Only one (1) student on a swing at a time. Students waiting to swing must stay out of the areas designated for the swings. Students will stay seated while swinging forward and back only. Swings must come to a complete stop before a student gets off.

**Bleachers** - Students will stay off the bleachers at all times.

**Blacktop** - Basketballs and foursquare balls are allowed on the blacktop. Students will use footballs and soccer balls on the grass. Touch football and soccer only. Students will not kick or hit a ball against fences or the building.

**ALL RECREATIONAL/SPORTS EQUIPMENT MUST BE USED AS INTENDED. THESE RULES MAY CHANGE AS NEW EQUIPMENT IS ADDED OR REMOVED.**

**Inclement Weather**

Our policy allowing children to enter the building before school and for deciding whether to have indoor recess is as follows:

- TEMPERATURE - If the outside temperature feels like fifteen (15) degrees or less or one hundred (100) degrees, students will be kept indoors.
- RAIN - Children are kept indoors.
- SNOW - Children will go outside unless the snow is extremely wet, or the temperature feels like fifteen (15) degrees or less.
- ICE - Children will be kept indoors unless there is sufficient playground area free of ice.
- OTHER - One of the more difficult choices to make is whether there is too much mud or standing water to allow the children to go outside. Often the playground is fine until the children begin playing, and the temperature rises a few degrees. All teachers have the authority to bring the students indoors if the playground becomes too wet, muddy or cold.

**Rehabilitation Act - Section 504**

Section 504 is an act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The act defines a person with a disability as anyone who:

- Has a mental or physical impairment, which substantially limits one (1) or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, District 114 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Manhattan School District 114 will relocate programs, activities, and services to accessible locations upon request of an individual with a mobility impairment. Such requests should be directed to the principal. District 114 has specific responsibilities under the act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of District 114, the parents has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review the child's education records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

**Residency Policy**

There are three purposes for the Manhattan School District 114 residency policy:

- To ensure that those who use the resources of the school system are contributing to it financially, as required by state law.
- To ensure that the person enrolling the student has full control over the child regarding matters of educational, medical, and emergency situations.
- To be sure that the student is in compliance of all legal requirements regarding inoculations, health, and other matters, before enrollment.
- A legally registered student, whose family moves after the start of the school year, may continue for the remainder of that year without payment of tuition, per State Law (105 ILCS 5/10-20.12a). Transportation becomes the responsibility of the parent/guardian.
- The superintendent, or his/her designee, may agree to participation in cultural exchange programs, which would provide tuition-free attendance for foreign exchange students.

Parents/guardians of students who are found to be non-residents will be required to remove their student(s) and pay tuition for portion of year in attendance, per State Law (105 ILCS 5/10-20.12a and 5/10-20.12b). Non-residents students may apply to attend Manhattan School District 114 schools provided the superintendent recommends acceptance of the non-resident student, the Board of Education approves the acceptance of a non-resident student, and all of the following conditions are met:

- The parent/guardian will be charged the maximum amount of tuition allowable under State Law (105 ILCS 5/10-20.12a).
- Transportation will be the responsibility of the parent/guardian.
- The Superintendent of Schools determines that there is room for enrollment, and recommends which schools (in the case of multiple schools serving the same grade levels) can accept non-resident students.
- The student, if approved by the Board of Education may only attend for that school year. Approval for one year is not a contractual guarantee for subsequent years. Non-residents will re-apply for approval each year.
- If residency is challenged, the principal will send a letter to the parent/guardian notifying them of tuition owed. The parent/guardian has the right to request a hearing by writing the request to the superintendent. Procedures for the residency hearing and the residency decision are located in the Board of Education policy manual.

**Retention and Acceleration**

In accordance with State law, Manhattan School District 114 does not promote students to the next level based solely on age or social reasons. Decisions to retain students are made after carefully considering issues related to: 1) Mastery of curriculum objectives; 2) Grades/Grade point average; 4) Behavior; and, 5) Attendance. Where there is concern, efforts are made to work with the child and his/her parent(s) by providing interventions specifically designed to help improve the child's performance to meet grade level

expectations. If necessary, special education services are secured. If a child fails to respond to these interventions, he/she may be retained. More information may be obtained by contacting building principals.

Manhattan School District #114 recognizes the need for academic intervention for all students. Subject area acceleration and whole grade acceleration is a curriculum intervention intended for academically talented students. Please contact your school principal for more information.

### **School Closing (See Emergency Plan)**

In the event of school closure for emergency situations, pupils should have designated homes to report to if the parent is not at home. Buses will run as usual. School closing due to extreme weather conditions or emergency will be announced over the following stations: WJOL radio (1340 AM), AM WGN radio (720 AM), AM WBBM radio (780 AM), CBS Channel 2, NBC Channel 5, ABC Channel 7, FOX TV Channel 32, WGN Channel 9, & CLTV Cable. The Manhattan School District School Messenger communication program will be implemented to contact and notify families of emergency information.

Parents may also call any of the three schools for up to date information. If it is necessary to close school during the day, parents will be notified. Please make sure your child knows exactly what to do if an emergency occurs.

### **School Property**

The use of school facilities for outside activities will be cleared by the superintendent in accordance with School Board policy. The Board reserves the right to refuse the use of school properties. A responsible adult must be in charge of all meetings and activities. Details are available in the superintendent's office. Anyone involved in vandalism or malicious mischief concerning either school property or the property of District 114 employees may be prosecuted. In addition, the student may be suspended and may be referred to the superintendent for the scheduling of a Board of Education expulsion hearing.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **Special Education Programs**

District 114 participates in the Lincoln-Way Area Special Education Cooperative in order to offer a full continuum of services for students with disabilities, ages 3-21. Parents, teachers, or other interested parties may refer students for an evaluation. In the event that the child is a preschooler, the referral will be made to the Manhattan School District 114 Special Education Coordinator for school-aged children, the referral is to be submitted to the special education director and / or building administrator.

Per guidelines established by the State Board of Education, the referral will be brought to the school's special education team's attention and the team will gather data regarding the student's performance in school. The state law dictates that different levels of interventions be attempted before determining a student's eligibility for special education services. Based on gathered information, a decision will be made if the referral warrants specialized testing and parents will receive a written response.

Eligibility is based upon collected information, progress in the regular education curriculum, and results of standardized tests. A student becomes eligible for services in one or more of the following state recognized areas of disabilities: Mental Impairment, Orthopedic Impairment, Specific Learning Disability; Visual Impairment, Hearing Impairment, Deafness, Deaf-Blind, Speech and /or Language Impairments, Emotional Disorder, Other Health Impairment, Multiple Disabilities, Developmental Delay (Birth – age 5 only), Autism, or Traumatic Brain Injury.

District 114 is hereby notifying all parents of the special education programs available. This notification is in accordance with the rules and regulations set forth by the Illinois Office of Education. The parents, upon request, can receive a copy of the rules and regulations, which describes the rights of the exceptional child. Special education programs and services provided through District 114 and/or the Lincoln-Way Area Cooperative for students between the ages of 3 and 21 are:

- |                       |                               |
|-----------------------|-------------------------------|
| Psychological Testing | School Social Work            |
| Speech Therapy        | Home and Hospital Instruction |
| Mentally Handicapped  | Learning Disabled             |
| Visually Impaired     | Hearing Impaired              |
| Physically Impaired   | Behavior Disabled             |

Per School Board policy 6:120, the handicapped child has a right to a free and appropriate public education in the least restrictive environment, with an Individualized Education Program developed annually according to rules and regulations. The parents of a handicapped child have a right to examine all information contained in the child's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense. They have a right to an impartial due process hearing by writing to the Superintendent. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded

reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **Speech/Language Services**

Parents or teachers may refer students for a speech language evaluation if they suspect the child has difficulties in the areas of articulation, language comprehension, language expression, voice, fluency, swallowing, or oral motor coordination. Information will be gathered concerning the student and a meeting will be held to determine if the referral warrants additional evaluation.

### **Misconduct by Students with Disabilities**

#### Behavioral Interventions

Behavioral interventions, per School Board policy 7:230, shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students.

### **Accommodating Individuals with Disabilities**

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

### **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:

- 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
- 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.

## **Start / Dismissal Time**

Wilson Creek - 9:00 AM - 3:30 PM

Anna McDonald - 8:45 AM - 3:15 PM

Manhattan Junior High - 8:00 AM - 2:30 PM

Parents are requested to send or bring their children so that they arrive no earlier than 15 minutes before the morning bell. Prior to this time there will be no supervision. Wilson Creek students are not allowed in the school in the morning until 8:45 AM and 8:30 AM for Anna McDonald students. Junior High students report to the commons upon arrival to school each day. Students are to leave the building immediately after dismissal unless they stay after school with a teacher. Students must remain in the area they have been assigned if they are staying after school.

## **Student Directory Release Information**

Per School Board policy 7:340, parents may request that any directory information pertaining to their child not be released to the general public (including the media) except for that information which they choose to list. A form, for parents to complete and sign, is available at registration or throughout the year in the district office. Directory information includes all identifying information, such as: name, address, gender, grade level, birth date and place, parent's names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, and period of attendance in the school.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

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

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

- 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.
- 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.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- 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.
- Students must not distribute material that:
  - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - 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;
  - Is reasonably viewed as promoting illegal drug use; or
  - Is primarily prepared by non-students and distributed in elementary and/or middle schools.
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 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.

## **Student Records**

District 114 keeps records of its students in two (2) files, a permanent record file and a temporary record file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1971 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records and School Board policy 7:15, are as follows:

### **Records**

Student records refer to any written or recorded information, maintained by District 114, in which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the student record. The student records consist of a permanent record and a temporary record, which are described herein. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Each year, Manhattan School District will destroy any records that are beyond 60 years for permanent records and beyond 5 years for temporary records, during the second week of July. Anyone who wishes to view or obtain a copy of their temporary or permanent record, should contact the district office at 815-478- 0191, located at 25440 S. Gougar Rd. Manhattan, IL 60442.

### **Permanent Record**

The student's permanent record shall consist of:

- Basic identifying information, including students and parents names, addresses, birth date, birthplace and gender.
- Academic transcript, including grades, graduation date, and grade level achieved.
- Attendance record.
- Accident reports and health record.
- Record of release of permanent record information.
- Health records that consists of medical documents necessary for enrollment & proof of dental exams.

May also consist of:

- Honors and awards received
- Information concerning participation in school sponsored activities; athletics, or offices held in school sponsored organizations.

No other information shall be placed in the student permanent record.

### **Temporary Record**

The student's temporary record consists of all information not required to be in the student permanent record and may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Health-related Information which may include reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews
- Elementary and secondary achievement test results
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations
- Honors and awards received
- Teacher and anecdotal records
- Disciplinary information
- Special education files including the report of the eligibility staffing on which placement or non-placement is based, and all records and tape recordings relating to special education placement hearings and appeals
- Any verified reports or information from non-educational persons, agencies or organizations
- Other verified information of clear relevance to the education of the student
- Record of release of temporary record information.



## **Inspection**

- Parents have the right to inspect their child's records until one (1) of the following events occur: the student attains twenty-one (21) years of age or the student attains eighteen (18) years of age and declares financial independency.
- All students have the right to inspect, copy and release their permanent record. Students will not have access to their temporary records without parent permission until they: attain eighteen (18) years of age or graduate or assume financial independency.
- Student records will be made available to parents or eligible students within fifteen (15) school days from the time a written request is received.
- When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in the records.
- Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed twenty-five (25) cents per page.
- Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a Temporary Record which such individual may obtain through the exercise of any right secured under the Student Record Act.

## **Right to Control Access**

District 114 will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, on written request, inspect, copy and challenge such information to be transferred to another school. The records will be forwarded to the requesting school.

## **Access to Records without Parent Consent**

- District 114 staff members who have a current and legitimate education interest in the student records will have access to a student's permanent and temporary records.
- School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, school officials will notify parents in writing regarding the judicial order and the information so provided.
- Students records may be made available to researchers for statistical purposes provided that permission has been received from the State Superintendent of Education. No student or parent will be personally identified from the information released.
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.
- Student records may be released to the Lincoln-Way Area Special Education Cooperative. This could include psychological, social and medical information of a highly confidential nature.
- Records of eighth grade students entering a high school district will be sent from District 114 to respective high school attendance center. This transfer of records will be completed by July 1, following the completion of grade eight.
- School directory information may be released at District 114's discretion unless a parent requests in writing that any or all such information should not be released. Directory information includes: A student's name, address, gender, grade level, birth date and birthplace, parent's name and addresses, academic awards or honors, information in relation to school sponsored activities, organizations, and period of attendance in the school.

## **Challenge Procedures**

- Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
- A request challenging the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
- The records custodian will conduct an information conference with the parents within fifteen (15) school days of the receipt of the written challenge.
- If the challenge is not resolved by the information conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Section 9.03 and 9.04.

## **Student Privacy Protections**

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **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. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Teacher Requests**

It is the policy of School District 114 that all classrooms at the elementary level be balanced equitably in regards to gender, race, and ability. In regards to classroom placement, parents can discuss with the administration the educational needs that their child has, as well as certain teacher characteristics that would be suitable for their child's success in the classroom. However, the final assignment of any student to a classroom and teacher is the sole responsibility of the building principal. As general rule, and to protect the interest of insuring classroom equity, requests for specific teachers will not be honored.

### **Traffic Safety**

Traffic conditions at the hours of arrival and dismissal of school necessitate observation of rules for the pedestrians and bicycle riders. Children who walk to and from school must stay on the sidewalk where possible. There are crossing guards at appropriate locations for all three schools. The school hopes to maintain a happy relationship with our neighbors. We trust parents will join us to teach the boys and girls to respect lawns, flowers, gardens and shrubs when walking to and from school. We want to avoid littering. Parents transporting students to Anna McDonald School are asked not to enter the parking lot to pick up or drop off students. Parents are requested to send or bring their children so that they arrive no earlier than 15 minutes before the morning bell. **(See Start / Dismissal Times)** Parents are asked to use Second Street in front of Anna McDonald, the south side of the building at Wilson Creek, and the west side at Manhattan Junior High for loading and unloading. The following rules have been set for children riding their bicycles to school:

- Students may begin riding their bikes to school in third grade.
- A bicycle rider must obey all traffic regulations required of motorists.
- Ride with traffic, not against it.
- Stop at all stop signs.
- Always use hand signals before you turn or stop.
- Ride straight along. Never use a zig-zag course.
- Ride in single file.
- Remember that a bicycle is built for one person at a time.
- Leave parked bicycles alone!
- Never interfere with anyone riding another bicycle.
- Do not ride on Highway 52, if at all possible.
- Park bicycles in designated areas.

Specific procedures for Wilson Creek: All walkers and car riders will enter the building through the south doors. The front of the building is reserved for bus riders. Car riding students should not be dropped off until they are between the orange cones adjacent to the building. At dismissal, parents picking up their children need to enter the south parking lot and proceed to pick-up area adjacent to the building. Parents need to stay in their car and staff members will bring your children to you. Parents picking up walkers are asked to wait on the sidewalk on the south end of the building until your children are brought to you. If you wish for your child to walk home without a parent/guardian, you must put that in writing.

### **Transferring Out of District 114**

The school office should be informed, as soon as possible, of your plan to transfer from District 114. All books should be turned in to teachers before leaving. All transfer papers are taken care of through the district office. A pro-rated refund will be given on books during the first semester only.

### **Tutors**

A list of tutors is available in each school's main office. Please contact the building secretary to obtain a list of tutors available.

### **Visitors**

Per School Board policy 8:95, visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the main office. Any person wishing to confer with a staff member should contact that staff member by telephone or

email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. We do not allow students to bring visitors with them to class.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conference to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
- Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

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.

## Volunteers

All school volunteers must complete the "Volunteer Information Form," have a background check, and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## Wellness Plan for the State of Illinois

Due to the rising numbers of obesity in children, the Federal Government has mandated that schools develop a Wellness Plan.

**In order to best implement our Wellness Plan no longer will birthday treats, or treats of any kind, be permissible to distribute at school. Only PTO sponsored events and events after school hours such as athletic contests or other student activities, will be exempt.**