



**FAIRFIELD  
DISTRICT #112  
STUDENT HANDBOOK**



[www.fairfieldcolts.com](http://www.fairfieldcolts.com)

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**Fairfield Public School District #112**

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**WELCOME**

The Board of Education and the staff of the Fairfield Elementary Schools believe that the more understanding there is between parents and the school, the better the education will be for each individual student.

The Parents' Handbook has been written to better inform parents of the philosophy of the school district, some of the rules and regulations, and to bring more uniform practices in the district. The Board's policies are kept in the district administrative office at North Side. The Board's policies will be enforced so as to provide structure conducive to a positive educational environment. The Board of Education, the teachers, and the administrators invite you to visit and talk with the teachers or administrators as to the progress of your son or daughter in school.

Yours in Education,

Dr. E. Scott England  
Superintendent

**Fairfield Public School District #112**

I have received the 2019-2020 Student/Parent Handbook. This handbook was given to the student within 15 days of school enrollment. The student and parent agree that they understand the contents of the Handbook. If there are any questions, it is their responsibility to obtain clarification from a school official.

\_\_\_\_\_ Date

Student's Name

\_\_\_\_\_ Date

Parent/Guardian Signature

### GENERAL SCHOOL INFORMATION

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

Dan Coomer	President
Scott Foster	Vice President
Angela Koontz	Secretary
Amy Sager	Member
Shane Neuman	Member
Jason McCulley	Member
Carrie Newman	Member

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

E. Scott England	Superintendent
Kristina Gardner	Principal-North Side School
April Smith	Principal-Center Street School

### DISCLAIMER

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of all school procedures. The Fairfield School District #112 Board of Education and administration reserve the right to add/delete information and/or policies listed in this handbook at any time throughout the school year. As new, unforeseen situations arise, it may be necessary to adjust the handbook regulations within the overall framework of existing Fairfield School District #112 procedures.

The Board's comprehensive policy manual is available for public inspection at the District office.

### DIRECTORY OF INFORMATION CONCERNING THE PARENT/GUARDIAN'S CHILD

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by the first day of the current school year or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors
3. Information in relation to school-sponsored activities, organizations, and athletics
4. Period of attendance in the school.

### USE OF FEDERAL GRANT FUNDS

IASA Title I, Title II, and Title IV funds are used to improve teaching and learning in accordance with the National Education Goals, Illinois State Goals for Learning, and the local School Improvement Plan. In accordance with federal guidelines and School District Policy, parents, school personnel and other interested parties are encouraged to provide input into design, planning, implementation, and financial distribution of all federal programs and federal grants. Please feel free to contact the district Superintendent for more information.

### TITLE I STUDENT/TEACHER/PARENT/COMPACT

#### **Parent/Guardian Agreement**

I want my child to achieve, therefore, I will encourage him/her by doing the following:

- See that my child is punctual, attending school regularly with the proper supplies,
- Support the school in its effort to maintain proper discipline,
- Establish a time and place for homework and see that it is completed everyday
- Attend all classroom and Title I conferences.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

### **Student Agreement**

It is important that I work to the best of my ability: therefore, I will strive to do the following:

- Come to school every day with my supplies and assignments,
- Obey school rules,
- Ask my teacher(s) questions when I do not understand,
- Complete and turn in my homework daily.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Teacher Agreement**

It is important that students achieve; therefore, I will strive to do the following:

- Provide homework assignments for students,
- Encourage students and parents by providing information about student progress,
- Communicate with each parent to ensure the best possible education for each student,
- Provide motivating and interesting learning experiences in the classroom.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Title I Teacher Agreement**

It is important that students achieve; therefore, I will strive to do the following:

- Explain my expectations and instructional goals to students and to parents,

Communicate with each parent to ensure the best possible education for each student,

- Endeavor to discover what techniques and materials work best for the student.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All Title I Activities are funded with Title 1 Grant Money

### NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

#### **Notification of Rights of Parents and Students**

Rules concerning student records at Fairfield Public School District #112 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in District #112 administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

#### **Permanent and Temporary Records**

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education

placement hearings and appeals. 9. Any verified reports of information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the students. 10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

During periods of emergency educators are permitted to disclose without consent education records "to protect the health or safety of students or other individual." Such records may be released to appropriate parties, such as law enforcement officials, public health officials and trained medical personnel. FERPA also permits institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, SW, Washington, DC 20202-4605

#### **Limitation on right of access where court order of protection exists**

No person who is prohibited by court order of protection, or any other such court order, from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

#### **Other protections**

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name  
 Address  
 Gender  
 Grade level  
 Birth date and place  
 Parent/guardian names, addresses, electronic mail addresses, and telephone numbers  
 Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs  
 Academic awards, degrees, and honors  
 Information in relation to school-sponsored activities, organizations, and athletics  
 Major field of study  
 Period of attendance in school

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

### **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:

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

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

#### **Instructional Material**

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

### **ENROLLMENT REQUIREMENTS**

Upon enrollment of a student for the first time in a particular elementary or secondary school, that school shall notify in writing the person enrolling the student that within 30 days he/she must provide either; a copy of the student's birth certificate; or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity. Upon the failure of a person enrolling a student to comply, the school shall immediately notify the State Police or local law enforcement agency of such failure, and shall notify the person enrolling the student in writing that he has 10 additional days to comply. The school shall immediately report to the State Police any affidavit received which appears inaccurate or suspicious in form or content.

### **SCHOOL PLACEMENT OF INCOMING STUDENTS**

School placement of incoming student shall be based on one of the following factors: Transfer grades or results of a standardized test administered by District personnel and/or age for Pre-K and Kindergarten students.

### **HOMELESS**

When a child loses permanent housing and becomes a homeless person as defined by the McKinney Vento Homeless Assistance Act, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option to acquire assistance and support of District #112. This assistance can include the waving of fees, the procurement of school supplies and clothing. Contact the school's Homeless Liaison, Beth Richards at 618-842-2679 for help with homeless matters.

### **SEX OFFENDER NOTIFICATION**

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 the following circumstances as they relate to the individual's child(ren).

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain a permission form from the superintendent at the District #112 office.

Anytime that a convicted child sex offender is present on school property – 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.

### **CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT**

It is the duty of the Board to disseminate information concerning the Children's Privacy Protection and Parental Empowerment Act.

The Board shall (i) prepare and disseminate to the local educational agencies and the regional offices of education materials advising parents of their rights under the Children's Privacy Protection and Parental Empowerment Act and (ii) add notice to its website advising parents of their rights under the Children's Privacy Protection and Parental Empowerment Act. (pursuant to 105 ILCS 5/1A-9)

### **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.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. E. Scott England, Superintendent.

Any students may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/2-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a district employee or agent, or students, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment. The superintendent shall use reasonable measures to inform staff members and students that the district will not tolerate harassment, such as by including this policy in the appropriate handbook. For complete school policy see section 7.20 of school policy.

### **Complaint Managers**

Center Street School  
April Smith, Principal  
200 W. Center St.  
Fairfield, IL 62837  
842-2679

North Side School  
Kristina Gardner, Principal  
806 North 1<sup>st</sup> St.  
Fairfield, IL 62837  
842-6501

### **NOTIFICATION OF RIGHT OF STUDENTS WITH DISABILITIES**

All students in District #112 have the right to a Free and Appropriate Public Education (FAPE). This right is protected by the Individuals with Disabilities Education Act (IDEA) of 1997. The district also meets requirements of the Americans with Disabilities Act (ADA). All activities are open to anyone who may want to attend regardless of disabilities. All facilities are available for parents/guardians with disabilities to attend school meetings and activities. 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.

A brochure outlining Parent Rights and Behavioral Interventions for students is available from the District's Special Education Coordinator, 618-842-6501. For questions or more specific information concerning services and accommodations that might be available to you or your child contact the District Superintendent.

### **DISCIPLINING STUDENTS WITH DISABILITIES**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board 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 Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **ENGLISH LEARNERS**

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

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided

notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Dr. E. Scott England at (618) 842-6501.

#### **VIDEOTAPE SURVEILLANCE POLICIES**

School/student safety is a concern and will be protected for everyone's benefit. Video surveillance cameras are operated 24 hours a day at the North Side and Center Street Schools. 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.

#### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities, including [list fee-based 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. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The superintendent or building principal may give additional consideration for:

- 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.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at North Side at 842-6501 or the principal at Center Street at 842-2679.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

#### **MANDATED REPORTERS**

All school personnel, including teachers and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

#### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available at the school office. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

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

#### **SCHOOL SUPPLIES**

Textbooks are furnished to the student by the school district. Consumable materials, such as: workbooks; art supplies; weekly readers; etc. are included in the book rental fee. A supply list will be made for the primary, intermediate and middle school and will be in the report card issued in the spring and will be handed out at registration. If other needs arise during the course of the school year, you will be notified.

The student is responsible for having supplies in class. Teachers are not responsible for school supplies.

#### **LOST OR DAMAGED BOOKS**

It is the responsibility of each child to care for the books issued to him/her. Students will be required to pay for replacement or repair of books that have been lost or damaged.

#### **PESTICIDE NOTIFICATION AND RIGHTS**

The Pesticide and lawn care application schedules are available for public inspection in the main office at North Side and Center Street Schools. If parents/guardians or any other person would like to be notified prior to the application dates, a written request for notification must be submitted to the Superintendent, North Side School, 806 North First Street, Fairfield, IL 62837.

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Fairfield Public School District #112, Wayne County, is in compliance with the Asbestos Hazard Emergency Response Act. A Management Plan has been prepared by Environmental Consultants LLC for the school. Information regarding the development of the plan can be obtained by calling 618-343-3590.

Copies of the Management Plan are available for review at the Office of the Superintendent, 806 North First Street, Fairfield, Illinois 62837. Telephone: (618) 842-6501

#### **DISTRIBUTION OF NON-CURRICULAR MATERIALS**

Students shall not distribute any non-curricular literature at school.

#### **VISITORS AT SCHOOL**

Adult visitors are always welcome in our schools. Visitors are required by law to report **first** to the school offices. Please do not go directly to the classrooms or to any other part of the buildings. To assist in ensuring a safe and secure learning environment for our students all visitors to school **must** check in at the office immediately upon entering North Side or Center Street Schools. A sign out/sign in procedure has been established in both buildings. Parents, relatives or visitors who visit school to check a student out for any reason are required to fill out the information requested on the sign out/sign in sheet located in each school's main office.

Each year the school receives requests for permission for relatives and other visiting student friends to spend the day in class with a North Side or Center Street student. This practice is disruptive to the learning process of the host student, teacher, and other classmates. In the best interest of each school, the daily classroom routine, and the concentration of all students, our students may not bring student visitors during school hours.

#### **PARKING**

North Side has visitor parking available in front of the school along 1<sup>st</sup> Street. The parking lot north of the school is reserved for staff. Center Street has visitor parking available at select spots along Center Street. These spots are marked "VISITOR" in the parking spot.

Vehicles MAY NOT be parked or located in the bus lanes at ANY TIME. Bus lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **SCHOOL VISITATION RIGHTS**

The school Visitation Rights Act permit 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.

### **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.

### **FREE AND REDUCED BREAKFAST/ LUNCH – LETTER**

Dear Parent or Guardian,

To apply at any time during the year for free meals and milk, or reduced price meals for your children, complete an application available at the school office and return it to school. Within 10 days of receiving your application, the school will let you know whether or not your children are eligible. If you do not agree with the school's decision, you have the right to a fair hearing. This can be done by contacting the school for an appointment with the superintendent.

The information you give on the application is confidential and will be used only for the purpose of determining eligibility for free meals and milk or reduced price meals. In certain cases foster children are also eligible for these benefits. If you have foster children living with you and wish to apply for such meals and milk for them, please contact the school office for an application.

A household that is currently receiving food stamps or TANF will receive a letter with an eligibility certificate form IDHS notifying them of their eligibility to receive free meals or milk. This letter and/or eligibility certificate can be submitted to the school as certification of eligibility for the child listed for free meals or milk in lieu of completing the household eligibility application for free meals.

### **Lunch and Breakfast**

The district maintains lunch and breakfast facilities in each building. Meal money is paid at least one week in advance. The money sent will be used for any meals the student is served. It will not be designated only for lunch or breakfast.

Breakfast is served in the cafeteria each morning between the times of 7:40 and 8:05. Lunch periods fluctuate from grade to grade due to the number of students using the cafeteria facilities. Check with the individual grade for noon time schedules.

Children may bring lunches to eat in the cafeteria. Students may not bring fast food with drinks or cans of soda in their lunches. They are not allowed in the cafeteria. Except in extreme weather, children who eat in the cafeteria are expected to spend part of their noon period outside on the playground.

If the pupil's conduct so warrants, lunchroom privileges may be revoked by the principal or superintendent.

### **Procedures for Purchasing Meals**

1. The first day of each week bring meal money for the entire week. If absent on the first day of the week, meal money may be paid on an alternate day. Meals must always be purchased at least one week in advance but may be purchased in excess of one week if desired.
2. If absent during the week, or a sack lunch is brought resulting in unused prepaid meals at the end of the week, a credit will result and is carried over to the following week. However, meal money should still be brought on Monday to finish out that week.

3. If meal money is forgotten, the student may charge their meal. The maximum number of days allowed to charge is 10 days or 2 weeks.
4. Student lunch balances will be available on Skyward. Please check your students balance regularly.

### **CLOSED CAMPUS**

North Side and Center Street Schools have closed campuses for the entire school day. No student may leave campus for lunch unless a family member(s) comes to the office and signs him/her out of school. The family members must sign the student back in upon his/her return to school.

### **TEACHER IN-SERVICE DISMISSAL**

The second Friday of each month is normally designated as an in-service training day for teachers. School will be dismissed at either 12:00 P.M. or 2:00 P.M. at North Side and 12:10 or 2:10 P.M. at Center Street.

### **STUDENT SURVEYS/NOTIFICATION OF SEXUAL ABUSE COURSE WORK**

No student will be required to submit to any survey, analysis or evaluation that reveals the kind of information specified in 20 U.S.C. paragraph 1232h without prior written consent of parents. Copies of the law which are referenced are available in the District office for inspection during regular business hours.

Course work such as Good Touch/Bad Touch and The Game Plan (sex education/ abstinence) are presented to help students recognize and avoid sexual abuse. Parents/guardians may request that their child be exempt from these instructional materials.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.<sup>1</sup>

Special activities in physical education will be provided for a student with a physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical.

### **ENRICHMENT PROGRAM**

Students in grades 4-8 are eligible for the enrichment program if they meet the criteria listed below.

- 1) Composite IQ score over 120 (taken from results of the COGat Test administered at the end of 2<sup>nd</sup> grade. 2) Teacher discretion.



### **PARENT/TEACHER CONFERENCES**

Individual conferences with teachers, social workers, psychologist, principal, and/or superintendent may be arranged by calling the school's office. Parent/teacher conferences are scheduled each year during the fall and spring. Activities for the parent/teacher conferences are funded with Title I monies.

### **PROGRESS REPORTS**

At the end of each grading period report cards are issued. The primary purpose of the card is to give a progress report on the student's achievement, effort, and behavior. Parent/teacher conferences are also scheduled during the school year. If an individual conference is desired, please contact the teacher to set up an appointment.

Grading Scale: A=100-93 B= 92-85 C= 84-77 D=76-70 F=69-0

Modified Grading Scale for students with IEPs:

A= 100-93 B= 92-85 C= 84-77 D= 76-60 F= 59-0

Modified grades will be used when calculating IEP student's honor roll status.

### **Center Street**

As a courtesy to the parents we will send deficiency reports to parents during each quarter to keep parents informed of students that are having difficulty. Should you receive a deficiency report, jointly develop a plan of action to improve the grade with your student.

5th-8th Grades will be based on the accumulation of points and/or the math ratings. Total point accumulation will determine percentage. Percentage will be arrived at by dividing each student's points by the total possible number of points which can be achieved for the semester to the nearest hundredth. The percentage, not the letter grade will be used on report cards and in determining class Valedictorian and Salutatorian. The Valedictorian, Salutatorian and Honor Graduates are determined by grades from all 3 years of middle school. The 7<sup>th</sup> grade honor ushers will be chosen using the same criteria and from 2 years of middle school.

4th Grade will be determined using standards-based grading. Grades will be determined by rating the student's demonstration of grade-level standards in the classroom. The following rubric scale will be used:

- 4= Student performance exceeds the standard
- 3= Student performance meets the standard
- 2= Student performance is below the standard
- 1= Student performance does not meet the standard

### **Center Street Honor Roll/ GPA**

#### **4th-5th GPA**

No GPA will be configured at the fourth or fifth grade levels. Students in these grades will receive recognition of academic achievement as "Meeting" or "Exceeding" grade-level standards.

#### **6th-8th GPA**

GPA will be configured in the 6th-8th grades. Students can earn Honors or High Honors recognition for marks earned at grade-level. In addition, students will not be considered for High Honors recognition if they earn a D or below on any grading period report. Honors/ High Honors recognition shall be determined using the following scale:

Grading Scale Range	GPA Configuration Scale	
98-100 95-97 93-94	4.0 3.7 3.5	A
90-92 87-89 85-86	3.2 2.9 2.6	B
82-84 79-81 77-78	2.4 2.1 1.8	C
74-76 71-73 70	1.6 1.3 1.0	D

To determine Honor students, the following scale will be used:  
High Honors= 4.00-3.50 Honors= 3.49-3.00

The eighth grade students who earn "Honor Graduate" status will wear a gold tassel during graduation. The yearly average must be "high honors".

### **North Side Grading**

For K-3 students, we have transitioned from traditional grading practices to a comprehensive, standards-based grading. Using this new grading system allows teachers, parents, and students to see where students excel or need more work by each skill. Standards-based grading is quite different than traditional grading, but the district believes it is a practice that gives the most accurate information and allows for a stronger collaboration between home and family to work with students and their individual needs.

### **HOMEWORK**

Fairfield District #112 understands and recognizes that homework plays a key role in education. Homework that is assigned should be meaningful and it should promote students' abilities to master the skills and concepts taught in the classroom. We believe that the purpose of homework is to promote achievement. Homework should not be an extension of a student's school day. Instead, it should complement the student's academic experience. Fairfield District #112 defines homework as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours.

### **PROMOTION AND RETENTION POLICY**

New Illinois law prohibits social promotion. Students must earn the right to be promoted, instead of promotion due to their age or grade level. A student may be retained should he/she not have reached a standard of achievement necessary for satisfactory progress in the next grade. Retention shall be considered only after all other options have been pursued and parents have been fully informed and involved over a reasonable period of time. Having the support of parents for the retention of a student is essential to the success of the program. In all retention cases that are being considered, the main concern must be the best interests of the student's emotional, social, and academic needs.

#### **Philosophy**

When considering the possibility of retention, school personnel will carefully consider:

- The potential effect of promotion on the student's academic performance.
- The potential effect of retention on the student's self-esteem and future academic career.

The following principles are established to guide decision making regarding promotion/ retention of students:

- Retention in grade level should be a last resort.
- Retention should only be considered after remediation strategies and specific interventions have proven unsuccessful.
- Retention should only be considered if remediated skills are not within the reach of the student's ability with interventions in place.

#### **Retention Criteria for Consideration**

- Completion of the adopted curriculum
- Attendance
- IEP status
- Previous retentions
- Age and maturity
- Socialization
- Psychological effect of retention student
- Benefit of retention
- Benchmark/ progress monitoring assessments
- Interventions and supports

#### **Procedure**

Beginning with the first nine week grading period and continuing throughout the school year, letters will be mailed to parents whose children are at risk of academic failure and are possible candidates for retention. The letter will contain notification of a conference in which an intervention plan is to be devised by the teacher/team, parent/guardian, and the building principal to remediate deficiencies. Interventions must occur before retention decisions are made. Interventions may include but are not limited to the following; in-class academic intervention, extended learning opportunities, or other alternative programs. Documentation of the intervention and the effect on learning opportunities is required. After appropriate documentation of academic interventions, the following procedures should be followed for consideration of retention:

1. Retention discussions should begin at the scheduled grade level meetings.
2. As a guiding rule for retention consideration:
  - Standards-based Reporting- Consistently earning a rating of 2 or below on standards.
  - Traditional Grade Reporting- Earning a combined average of less than 70 percent in academic subjects.
3. The building principal will be notified.
4. A parent/guardian conference will be held at the end of the third quarter.
5. If retention of the student is decided, the parent/guardian and homeroom teacher will be notified in writing.

#### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades three (3) through eight (8) will take the PARCC exam during the spring of each year. Second (2) grade students are assessed with the CogAT exam .

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

#### **ACCIDENT INSURANCE**

The student insurance plan is designed to provide a scheduled amount of protection for pupils in route to, during attendance, and returning from school. Our only participation in this program is limited to the distribution of information and enrollment materials. District #112 in no way acknowledges liability nor responsibility for providing the protection.

Participation is optional in the insurance program. Information about the student insurance program is distributed on registration days.

#### **EMERGENCY TELEPHONE USAGE**

In an emergency situation, a student or teacher may be called from class to the telephone. Messages will be taken by the secretary and delivered when it will not interrupt class proceedings. Students are permitted to use the office telephone for emergency purposes only.

#### **EMERGENCY SCHOOL CLOSING**

In the event of an emergency, the superintendent, in consultation with the drivers or custodians, shall make the decision to cancel school.

There may be occasions when it becomes necessary to close school for the day, to close early, or delay opening school as the result of weather or malfunction of utilities such as water; electricity; or gas for the school building. These emergency closing or delays will be relayed to the radio stations WFIW 1390 AM or WFIW 104.9 FM. Global Connect will also provide parents with a phone call announcing school closings or delays. With the possibility of this type of closing, plans should be made for your children to have an alternate place to go to ensure your child does not have to go home alone.

In case school is cancelled or delayed due to inclement weather, the information will be available by 6:30 A.M.

Parents must supply the school with two emergency numbers for such school closing. When weather conditions warrant school to be closed early, it is imperative for student safety that children are delivered to a supervised shelter and environment until such time as the conditions allow parents to reach their children.

Weather and road conditions may allow busses to run a majority of their routes. In this situation the District will announce via the radio the changes in bus routes, pick-up and drop off points. Parents, if possible, will be asked to bring their children to the pick-up points and meet the bus at the end of the day. Should conditions prevent parents from meeting the bus; students will be counted as an "excused absence" and be allowed to follow make-up work procedures. Parents must call the school to report that conditions prevented the child from attending school.

#### **DRILLS**

During each school year all students will experience lockdown, disaster, fire and bus evacuation drills. These state-required drills will familiarize children with proper safe procedures to be followed.

#### **TRANSPORTATION POLICY**

The state of Illinois and the Fairfield Public School District #112 require that all children living **one and one half (1½) miles or more** from the school they attend be provided transportation to that

school. Parents or guardians of students living less than one and one half (1 ½ ) miles and not in a "hazardous area" may apply for transportation and pay a fee of \$80.00 for a full year for the first child and \$40.00 for a full year for each additional child. At the beginning of the second semester the fee is \$40.00 for the first child and \$20.00 for each additional child. There will be no daily, weekly or monthly fee. Full payment must be made **before** the child will be allowed to ride the bus.

The transportation fees paid by the parents or guardians of students living less than one and one half (1 ½ ) miles are refundable **only if the student is moving out of the district**. If the student moves out of the district prior to the completion of the first semester, one half ( ½ ) of the fees will be refunded. There will be no refund if the student moves out of the district after the first semester is completed, during the second semester or moves to a location more than the one and one half (1 ½ ) miles or a "hazardous area".

Students living less than one and one half (1 ½ ) miles from school may be eligible for transportation if "hazardous conditions" occur between the home and school. If you have a question about this eligibility, please check with the school office.

ALL fees must be paid before the first day of school. Therefore, the fee must be paid in full prior to the child riding the bus.

### **Bus Regulations: Transportation and Procedures, Pick-up & Delivery**

School bus riders, while in transit, are under the jurisdiction of the school bus driver. To insure the safest possible transportation services for our students and parents, Fairfield Public School District #112 has implemented the following procedures for pick-up and delivery of all eligible bus students.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

The bus ride to and from school is an extension of the school day. Students are expected to display the same good behavior on the bus as is required during the school day. Although each bus driver will establish other specific rules for riders, the following procedures apply to all District #112 buses at all times.

1. Students declared eligible for bus transportation will ride their assigned bus on their assigned routes (no guests).
2. At registration parents/guardians must complete a form that lists an address for pick-up and an address for drop-off. This pick-up and drop-off are permanent for the year.
3. Emergency transportation arrangements must be approved by the building administrator.
4. The bus driver will make one (1) attempt to deliver the student to the address, if no one is home then the student will be delivered back to the school and it is then the responsibility of the parent/guardian to pick up the student.
5. A **written note, email, or phone call** from the parent/guardian is required any time someone is picking your child up from school and he/she will not be riding the bus. This note must be in the office by 2:00 PM. If a written notification of a pick-up is not delivered to the instructor, the student will be placed on the bus as normally scheduled.

North Side phone number: 842-6501

North Side email contact: gwright@fairfieldcolts.com

Center Street phone number: 842-2679

Center Street Email contact: jtombs@fairfieldcolts.com

### **Center Street Pick-Up**

- All students are required to exit out of one of the east end doors (Lobby, Old Gym, or E4 Double Doors)
- Parents/Guardians will be allowed to drive through the pick-up zone after 3:10pm, not before. Vehicles should enter

from the north and exit the south end of 2<sup>nd</sup> Street for pick-up after 3:10pm.

- Parents and guardians may also choose to park along the side street during pick-up. Students will walk out from the east end sidewalks.

### **Student Travel**

Students will be transported to all out of town school activities. Parents may transport students home provided the appropriate parental form has been signed. Forms will be available during registration and in the office during the school year. New forms must be signed annually.

### **ATTENDANCE**

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

**Students who miss more than 10 days (excused or unexcused) per year may be required to show doctor verification stating the child was too ill to be in school to receive an excused absence. The administration has the final authority in classifying each absence as excused, unexcused, prearranged, truant, and/or as a tardy.**

**Excessive absenteeism will also be considered a factor in possible retention.**

### **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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Truant students in District #112 are subject to the Wayne County Truancy Intervention Plan listed below.

The goals of the Wayne County Truancy Board are:

- to interrupt the cycle of unacceptable attendance behavior of the student and his/her parent,
- to enforce the Illinois Truancy Law,
- to provide support and instruction for parents and students where needed,
- to improve family interaction,
- to reduce juvenile delinquency and other criminal conduct and finally,

- to promote the values of education as a key factor to a successful life.

The Wayne County State's Attorney is serious about ending truancy and is adopting the Wayne County Truancy Board's guidelines. By working in partnership with school administrators, teachers, parents, students and the Regional Office of Education, the Wayne County State's Attorney will intervene at the very beginning of the truancy cycle to obtain school attendance through early intervention without resorting to prosecution of the parent/guardian, student or both.

When a student is in violation of the local school's attendance policy the school district may begin **Level I Action**. This level will include a letter of first notification of a possible truancy problem being sent to the parents. It may also include any or all of the following: contacting the Wayne County Truancy Officer, a conference with child and parent, involvement of the counselor/social worker, a home visit, referral to community agencies and any other action deemed necessary. A letter may be sent to any or all of the four community agencies acting as directories of support service for the Wayne County Truancy Board. A letter will also be sent to the parents stating that the letter was sent to the agency and the parent may contact the agency.

If the student continues to miss school, **Level II Action** will be taken. The Regional Office of Education will send a letter to the parents notifying them of a hearing that will be held. The purpose of this hearing is to determine actions to be taken by the parent/guardian to prevent legal proceedings.

If the problem continues after the hearing, **Level III Action** will be taken. Level III includes involving the court system.

For parents/guardians or custodians of children, a failure to comply with the law may result in the following:

1. A fine up to \$1500 and/or
2. A possible jail sentence of up to 30 days or both
3. Loss of Human Resource Assistance (Public Aid)

For students, a failure to comply with the law may result in:

1. Jail time
2. Monetary fines
3. Loss of driver's license
4. Public service work
5. Loss of academic credit

### **Tardy**

Our school day begins at 8:10 am. Student will be considered tardy if he/she arrives after the tardy bell rings at 8:15 am. Students are required to check in at the office when he/she arrives late. For the safety of the student, parents are encouraged to sign in students when he/she arrives late. Tardiness inhibits learning time and is unacceptable. All students are responsible for work missed when tardy. The BCC and/or study session will be used for repeated unexcused tardiness.

### **ABSENCES**

It is the responsibility of the parent to request work for any absence, partial or full day. At Center Street School missing 2, 3, or 4 periods is counted as missing half of the day, missing 5 or more periods is counted as missing a full day. On full days when it is necessary for your child to be absent from school, please follow the procedure listed below for students returning to school:

- A. Parents are requested to phone school by 9:30 on the day of the absence.
- B. Students must present a written note from the parent ON THE DAY OF RETURN to school. If no written note is delivered that day, the absence will automatically be recorded as unexcused. An UNEXCUSED absence may be changed to EXCUSED if a valid written note is presented within two (2) school days following the last day of absence. This written note should be submitted to the main office.

If a call has not been received by 9:30 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/guardian cannot be contacted, the absence will be considered unexcused.

On partial day's absence, please follow the procedure listed below:

- A. If leaving or returning to school during the school day, the student must sign out/in at the office. Work may be requested at this time.
- B. The next morning upon arriving at school report to the main office with a note.

A student must be in attendance at school during the last half of the day (from end of lunch through the last period), in order to participate in any extra-curricular activities during the day or evening. A student who attends school in the morning but goes home ill in the afternoon will not be allowed to participate. Exceptions may be made for doctor appointments, funerals, and family emergencies. Also, students will not be permitted to participate in any extra-curricular activities if he/she was in the BCC Room for an in-school suspension during the afternoon (end of lunch through last period) on the day of the activity.

### **Excused Absences**

Students will receive an excused absence for the following reasons: illness, observance of a religious holiday or event, 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 mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS (grades 6-8), or other reason as approved by the building principal. All excused absences (except illness or death) should be pre-arranged with the principal. If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

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

### **Homebound Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. To be considered for Homebound Instruction, a student must be absent more than two (2) consecutive weeks of school. A medical doctor must provide written documentation that includes a start date and the duration of the Homebound Instruction.

### **Prearranged Absences**

Parents should call the office 24 hours in advance of the absence. The student should then obtain advance assignments from his/her teachers and complete as much work as possible in advance. Any tests missed must be made up within 2 days after the student returns to class. In order for credit to be given for work completed it must be turned in within 2 days. Prearranged absences should be limited to 5 days per school year and must be requested 24 hours prior to the absence.

### **Unexcused Absences**

Truancy and any unauthorized absences from school will be classified as an unexcused absence. The student must complete the missed work. The student will have 2 days to complete the assigned work for 70% credit. If work is not completed the student will receive a 0.

### HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact:  
Kristina Gardner, North Side Principal  
April Smith, Center Street Principal

### 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.

### WITHDRAWAL FROM SCHOOL

Any student who finds it necessary to withdraw from school must report to the main office and give the reason and the address of the school where the student will be transferring. All debts such as meal fees, library fees, and textbook fees must be paid at the time of withdrawal. All school property such as textbooks, library books, etc. must be returned at the time of withdrawal.

### PERFECT ATTENDANCE

In order for the student to establish a perfect attendance record for the year, he/she must be in attendance each day of the year. A student will be regarded as eligible for the perfect attendance award if they have no more than two (2) cases of being tardy on their record for the year. These cases of being tardy must be no later than 8:30 a.m. Signing in after school starts or signing out before school ends due to doctor appointments will not be considered for perfect attendance, if no longer than 1 class period is missed and proof of the appointment is received from the doctor.

### STUDENT DELIVERIES

Fairfield District #112 is concerned about the educational process and disruption that may occur during the school day. To avoid any unnecessary interruptions we ask that students not have flowers, balloons, or other deliveries made to school for other students. Have the deliveries made to the home.

Parents wishing to have such deliveries made to school may do so. **If a student receives a delivery, the student will not be allowed to carry the delivery on the bus. The delivery will need to be picked up by a parent/guardian.** Any deliveries made to school will be given to students at the end of school. Students will be called to the office as they leave school to pick up deliveries. Beta Club Holiday Grams will also be delivered at the end of the school day. **Again, we prefer that the deliveries be made to your home.**

### 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.

### STUDENT MEDICATION

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

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

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

### Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **HEALTH INFORMATION**

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by **October 15**, the student must present, by **October 15**, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **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.

### **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.

### **Exemptions**

A student will be exempted from the above requirements for:  
Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;  
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; or  
Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **KINDERGARTEN HEALTH REQUIREMENTS**

According to the Illinois School Code, your child must have a physical examination, an updated immunization record, and a lead screening completed prior to the first day of school. **A dental and vision examination are required.** THESE EXAMINATIONS MUST BE COMPLETED BEFORE THE FIRST DAY OF SCHOOL.

### **Physical**

The Illinois Child Health Examination form is the only form accepted. The examination must be dated within 1 prior year to August 16, 2019 to be valid for the school year 2019-2020. The section marked medical history must be completed and signed by the parent/guardian or it will be returned home with the student.

### **Immunizations**

The month, date, and year must be filled in completely. If the dates are not complete the immunizations will have to be administered again.

- DPT – Four or more doses, with a booster after the 4<sup>th</sup> birthday.
- OPV – Three or more doses, with a booster after the 4<sup>th</sup> birthday.
- MMR – Two doses
- HIB - At least one dose by 15 months or older.
- Hep B – Three doses.
- VARICELLA – (Chicken Pox vaccine), One dose on or after the 1<sup>st</sup> birthday or proof of immunity

MENINGOCOCCAL CONJUGATE – One dose entering 6<sup>th</sup> grade

LEAD SCREEN – To be completed

Please make an appointment at The Wayne County Health Department at 842-5166 to update your child's immunizations. You may also contact your physician regarding this information. **IF ALL THE REQUIRED INFORMATION IS NOT TURNED IN ON OR BEFORE THE FIRST DAY OF SCHOOL YOUR CHILD WILL NOT BE ABLE TO ATTEND KINDERGARTEN UNTIL THE REQUIRED INFORMATION IS PROVIDED TO THE SCHOOL NURSE OR TURNED IN TO THE OFFICE.**

### **HEAD LICE**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Example of Parental Letter Regarding Head Lice**

To the Parents of \_\_\_\_\_,  
Your child's head was examined at school today and found to have evidence of head lice. This is your child's \_\_\_ incident this school year. **Your child may not return to school until the next school day after his/her hair has been washed with a medicated shampoo.**  
For your child to remain free of head lice, all household members should use this shampoo. Clothing, towels, bedding and hair care items (brushes, combs, head bands, barrettes, etc.) should be washed in hot, soapy water. Complete instructions are provided with the medicated shampoo.  
**Each student must report to the office with this form and shampoo label to be checked before being allowed to return to class.** Each student in the family must return a form and a label; one does not cover all family members sent home.

After 2 incidents the student will be checked daily for 5 days to help alleviate this problem. After 3 incidents the parent(s) are required to meet with the nurse and principal/ superintendent. The student will be checked for the next 10 school days to ensure the student is head lice free.

If you have questions please call North Side at 842-6501 or Center Street at 842-2679

Parent Statement:

I received the head lice procedure packet and have shampooed \_\_\_\_\_ with medicated shampoo for head lice on \_\_\_\_\_.

**Label from the shampoo must be returned with this signed form for your child to be admitted back into the classroom.**

Parent/Guardian Signature \_\_\_\_\_

**Exhibit – Student Medication Authorization Form**

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority. (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? \_\_\_\_\_

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

Prescriber's signature \_\_\_\_\_

Date \_\_\_\_\_

**ASTHMA INHALERS**

Parent(s)/Guardian(s) please attach prescription label here:

**For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:**

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials \_\_\_\_\_

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I 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 the administration or the child's self-administration of medication.

Parent/Guardian printed name: \_\_\_\_\_

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the building principal.

**Authorization to Provide Diabetes Care**

As provided by the Care of Students with Diabetes Act, I hereby authorize [School District] and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, \_\_\_\_\_, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), [child's health care provider(s)], to representatives of [School District]. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, \_\_\_\_\_, and who

may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

### **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the North Side building principal at 842-6501 or Center Street building principal at 842-2679 for implementation of the district's Food Allergy Plan.

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

### **TREATS AND PARTIES**

At North Side instead of individual classroom parties or treats, all students will be recognized during the month of their birthday. A birthday pencil will be given at the end of each quarter by the school to recognize the students who have celebrated their birthday. Students are not to distribute personal birthday party invitations at school that exclude any class member.

For grades K through 5 parents are encouraged to volunteer to help with the holiday parties for Halloween, Christmas, Valentine's Day and Easter. Parents may volunteer to help at these parties during the beginning of the school year. Each party will have a party coordinator who will attend the party to assist the teacher, this coordinator will also contact other volunteers signed up for that party to know what each person is bringing and let the volunteers know the time items need to be at school.

**Due to allergies, sanitary guidelines, and safety concerns, only store bought/bakery bought treats are allowed for parties. Please adhere to the following guides for treats:**

- **Treats must be individually wrapped, for example granola bars, Hostess, Little Debbie treats, etc.**
- **Bakery or store bought boxes must be sealed**
- **No treats with peanuts**

**Treats may be dropped off in the office or the student may bring them to school.**

No favors such as toys, balloons, or any item to be taken home as treats are to be brought to school at any time.

### **GENERAL BUILDING CONDUCT**

Pre-k A.M. 8:00-10:45 Pre-k P.M. 12:00-2:45

Pre-k students should arrive no earlier than 7:45 for the morning session, and 11:45 for the afternoon session.

North Side 8:10-3:00 Center Street 8:10-3:10

K-8 students should not arrive at school prior to 7:30 a.m.

The following rules shall apply, and failure to abide by the rules may result in discipline.

- **Hats and bandanas when wore as head coverings shall not be worn in the building. Any hat brought to school shall be removed before entering.**
- **Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.**

- **Students shall not write on walls, desks or deface or destroy school property.**
- **Skateboards are not permitted at school.**
- **Water guns, play guns, and/or real guns are not permitted at school.**

### **DRESS CODE AND PERSONAL APPEARANCE**

A neat and attractive appearance encourages a child to do his/her best school work and maintain good relations with fellow students. School is the student's "place of business". The student's dress and personal appearance must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body and must not be disruptive to the orderly process of education in the school at any time.

Appropriate standards of dress and appearance should be maintained not only during the school day, but also at all school activities.

The Board of Education finds it in the best interest of the School District to establish and enforce a Dress Code applicable to all students in the district. **All staff must take a leadership role in enforcing the dress code.**

#### **Dress Code**

1. All clothing worn by students must be clean, in good condition, safe, and well fitting. No undergarments may be visible at any time.
2. Clothing that may contribute to the substantial disruption of the orderly operation of the school or classroom is prohibited.
3. All shirts and blouses must cover the back, midriff, and chest. Spaghetti string tops, tank tops, tube tops, halters, muscle tops, and open split-side shirts are not permitted.
4. Short shorts and miniskirts are not permitted. Shorts and skirts must be of sufficient length to reach the tip of the index finger when the student's arms are extended straight down at his/her side. Jeans or shorts may not have rips or cuts above the defined sufficient length.
5. Clothing may not reveal undergarments, chest, abdomen, or buttocks.
6. Oversized, extremely baggy, sagging pants or shorts or coats are not permitted.
7. Clothing that advertises or displays obscenities, alcohol, tobacco, illegal substances, violent behavior, lewd, vulgar, obscene or plainly offensive language or symbols is not acceptable for school.
8. No hats, **bandanas when wore as head coverings**, caps, scarves, handkerchiefs, or plastic hair covering may be worn in the building during school hours. An exception may be made due to a medical condition or religious belief.
9. Appropriate shoes must be worn by students at all times. Flip flops are not allowed at school.
10. Sandals and Slides are not allowed at North Side School
11. Spiked apparel, accessories, or chains that can be used as a weapon shall not be worn in the building.
12. Tattoos that, by their content, violate any of the provisions of the students' dress code must be covered at all times while students are on school property and/or in attendance at school sponsored activities.
13. No sunglasses or dark glasses, unless they are prescribed glasses, may be worn in the classroom. An exception may be made due to a medical condition.
14. No pajamas pants may be worn. This includes slippers.

**Staff is required to report any unusual dress situations to the school office.** The principal or his/her designee shall screen any unusual dress violations; the decision of the principal is final. Students who are in violation of the dress standards will be given the opportunity to correct the violation at school. If the student is



unable or unwilling to correct the violation at school, The parents/guardians will be notified that an appropriate change of clothing must be brought to school, or the student must be taken home. Parents must assume the responsibility in seeing that their child is appropriately clothed for school.

### **BICYCLES, ROLLER BLADES**

Racks are provided at each building for parking bicycles. Upon your arrival at school, your bicycle is to be parked on the racks and left there until time to go home at the end of the day.

NO SKATE BOARDS or ROLLER BLADES WILL BE ALLOWED AT EITHER SCHOOL. If these items are at school they will be taken from the student and must be picked up by the parent. After the 3<sup>rd</sup> offense items will be kept until the end of the school year.

### **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 authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, or playground), as well as personal effects of a student left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these place 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 desks, lockers, and other school property for illegal drugs, weapons, or other illegal materials, including searches by 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.

### **NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

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

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

that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;

4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

### **LAW ENFORCEMENT INVOLVEMENT**

An attempt will be made to contact a student's parent/guardian prior to law enforcement personnel interviewing a student at school. The administration will determine when a law enforcement officer will be called to come to school to assist in any disciplinary matter.

Possession, distributing, purchasing, or selling an explosive, firearm, knife, or any other object that can reasonably be considered a weapon is forbidden. The student may be expelled for at least a year. The administrator or a designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. The school board may direct the superintendent to modify the expulsion requirement on a case by case basis.

The administration reserves the right to call the police anytime a student engages in illegal conduct. Parents will be required to go to the police station to pick up the student.

### **STUDENT BEHAVIOR**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. 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.
  - d. 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. 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.
  - f. "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.
  - g. 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.
  - h. 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.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of

disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

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

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

#### **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:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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-alikes" of any firearm as defined above.

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

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

## **BULLYING, INTIMIDATION, AND HARASSMENT**

### **Introduction**

The Anti-Bullying Policy in full is located in the Board of Education Policy Manual and is also posted on the school district's website. The purpose of this policy on bullying is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly, and respectful environment that promotes teaching and learning.

### **Bullying / Cyber Bullying Defined**

"Bullying is the intentional harmful physical or verbal behavior, including communications made in writing or electronically, initiated by one or more students and directed toward another student. It exists when a student deliberately seeks to exercise power (physical or social) in order to intentionally dominate and harass another student. It is typically repeated. It is an imbalance of power where the bully targets a student who has difficulty defending himself or herself." (Illinois Principals Association) This specifically includes any behavior that represents cyber bullying (bullying through the use of technology or any electronic communication). It can be reasonably predicted to have the effect of one or more of the following:

1. Placing a student in reasonable fear of harm;
2. Causing substantial negative effect on the student's physical or mental health;
3. Substantially interfering with academic performance;
4. Substantially interfering with the student's participation in any school-based activities. (Paraphrased from IL legal definition in 105ILCS 5/27-23.7(b))

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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

### **Hazing**

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 physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. 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.

### **Bullying Prohibited**

Bullying is NOT acceptable and strictly prohibited by Illinois state law and the Fairfield PSD #112. Bullying behavior that is covered by this policy is behavior that occurs on school property or at school sponsored activities or events; while students are being transported or walking to and from school or school sponsored activities or events; while students are waiting at bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The grounds for disciplinary action apply when the student's conduct is reasonably related to school or school activities, and may include incidents that occur off school grounds. No student shall be retaliated against for reporting bullying behavior. A student's act of retaliation will be treated as bullying and shall be subject to appropriate discipline. 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 and shall be subject to appropriate discipline.

### **Bystander Responses**

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but not limited to, standing idly by, looking away, or otherwise actively encouraging the bully. Any student who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline.

Report and Investigation: Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or designee(s) 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 building principal or designee(s).

Call to report bullying:

**Dr. E. Scott England, Superintendent**

Fairfield PSD #112  
806 North 1<sup>st</sup> St.  
Fairfield, IL 62837  
(618) 842-6501

**Mrs. Kristina Gardner**

North Side School  
806 North 1<sup>st</sup> St.  
Fairfield, IL 62837  
(618) 842-6501

**Mrs. April Smith, Principal**

Center Street School  
200 West Center St.  
Fairfield, IL 62837  
(618) 842-2679

The principal or designee(s) responsible for student discipline shall as soon as practical conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and state laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and the opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to, school social work services, restorative measures, school psychological services, and community-based services. The police may be notified of incidents involving bodily harm or property damage.

**SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

**Sexual Harassment Prohibited**

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

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

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

**Teen Dating Violence Prohibited**

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

**Making a Complaint; Enforcement**

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

**Nondiscrimination Coordinator**

**Dr. E. Scott England, Superintendent**

Fairfield PSD #112  
806 North 1<sup>st</sup> St.  
Fairfield, IL 62837  
(618) 842-6501

**Complaint Managers**

**Mrs. Kristina Gardner**

North Side School  
806 North 1<sup>st</sup> St.  
Fairfield, IL 62837

**Mrs. April Smith**

Center Street School  
200 West Center St.  
Fairfield, IL 62837

**STUDENT USE OF ELECTRONIC DEVICES**

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's

parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for a period of ten (10) days. The student's parent/guardian will be notified and required to pick up the device in the school office.
5. Fifth and subsequent offense – The device will be confiscated. The student will be assigned a ½ day In-School Suspension and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

#### **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.

### **SUSPENSION AND EXPULSION**

#### **Suspension**

Before suspension, the student shall be provided oral or written notice of charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his/her version. A student can be immediately suspended prior to a notice or hearing, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. Parents shall be notified immediately. (Board Policy 7.200)

Students may be suspended out of school for a maximum of 10 school days for acts of gross misconduct per incidence. During an out of school suspension, the student may receive homework or make-up work but will receive a maximum of 70% for completion of this work. Beginning with the issuance of the suspension, students suspended out of school will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. and are not permitted on any school property for the duration of the suspension.

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.

#### **Expulsion**

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail. (Board Policy 7.210)

### **DISTRICT DISCIPLINE CODE**

One of the most important lessons education should teach is discipline. It does not appear as a subject, but it underlies the whole educational structure. Learning cannot take place unless discipline is maintained.

The Board of Education, Administration, Faculty, and Staff of District #112 have established as their primary goal to maintain an orderly and positive learning atmosphere. The Administration will

take any and/or all steps necessary to remedy discipline problems should they occur.

Students are considered to be in the school environment and subject to the discipline plan in the following situation:

- as a rider on a school bus;
- as soon as the school grounds are entered in the a.m.; during class
- during any school activity such as a ball game, athletic or extracurricular practice session (home or away);
- during the noon hour.

#### **Classroom Rules**

Classroom rules will be established by each individual class and will be posted in the room.

#### **District Bus Discipline**

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.

#### **North Side Discipline Policy**

School discipline at North Side focuses on promoting children's safety and creating an environment for learning. We have high expectations for our students' conduct at school. North Side utilizes a Fun Friday Reward each week for students who have met behavior expectations for the week. Loss of Fun Friday privilege or lunch study session may be used as a disciplinary action for student misconduct. Refer to Disciplinary Measures on page 19 of the handbook to review other potential disciplinary measures that may be taken at North Side.

Misconduct in the classroom, lunchroom, restroom, and playground are just a few activities that may result in a lunch hour study session being assigned or loss of Fun Friday.

When a student is assigned to study session he/she will report to the study session teacher for a time equal to their playground time at lunch. After the study session the student reports for lunch and then back to the classroom. Study session takes the place of the lunch hour play time.

#### **Center Street Discipline Policy**

##### **BCC – Center Street**

The Behavioral and Counseling Center (BCC) is a room for students who display behavioral problems in the school. Students can be sent to the BCC room for one or more periods depending on their behavior. This room is used to house students

servicing in-school suspensions and Tier II interventions when appropriate according to the P.B.I.S. Tier II team.

**In-school Suspension**

Students attending the in-school suspension in the B.C.C. will be required to work on assignments provided by their teachers. Lunch will be provided, but students will eat in the B.C.C. Students assigned an in-school suspension will not be able to participate in extracurricular activities, field trips, or rewards subsequent to the days assigned. Students will receive full credit for work completed in the in-school suspension. Students may be required to complete additional instruction on behavioral interventions while assigned to the B.C.C.

**Discipline Matrix**

The Discipline Matrix is a guide for administration to establish appropriate consequences for potential disciplinary offenses. The disciplining administrator may use any of the following consequences, in no particular order, as deemed necessary, based upon the quantity or severity of the offense. Discipline Referrals will be used for those students who demonstrate unwillingness to cooperate in the smooth operation of the school building and who interfere with the delivery of effective classroom instruction. Students may also be required to participate in mediation meetings and/or restorative justice procedures as a part of the discipline process. This list is not all-inclusive and serves as a guide.

Students who do not follow the procedures and disciplinary policies at Center Street School will fall under the following set of consequences:

Offense	6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Consequences	4 <sup>th</sup> & 5 <sup>th</sup> grade Consequences
Acts of Defiance	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1 day OSS	Warning; Lunch Detention; 1-3 days ISS in BCC;
Alcohol	1-10 days OSS; Possible disciplinary hearing	1-10 days OSS; Possible disciplinary hearing
Arson	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement
Bomb Threat	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement
Bullying/Harassment	Warning; 1-3 days ISS in BCC; 1-10 days OSS Possible disciplinary hearing	Warning; 1-3 days ISS in BCC; 1-10 days OSS Possible disciplinary hearing
Bus Violations	Warning; ISS in the BCC; Loss of bus privileges for 5 days; Loss of bus privileges for 5+ days	Warning; ISS in the BCC; Loss of bus privileges for 5 days; Loss of bus privileges for 5+ days

Disrespect to Faculty/Staff	Lunch Detention; 1-3 days ISS in BCC; 1-3 days OSS	Warning; Lunch Detention; 1-3 days ISS in the BCC; 1 day OSS
Drugs, including medical marijuana: Use, possession, selling, paraphernalia, look-a-likes	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement	1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement
Fighting / Physical Aggression at school or school sponsored event	1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	Lunch detention 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Horseplay	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1-3 days OSS	Warning; Lunch Detention; After-school Detention
Inappropriate Behavior	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1-3 days OSS	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC;
Inappropriate Language: Vulgarity, racism, sexual	Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1-3 days OSS	Warning; Lunch Detention; 1-3 days ISS in BCC; 1-3 days OSS
Indecent Conduct	Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	Warning; Lunch Detention; 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Instigating conflict	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC; 1-3 days OSS	Warning; Lunch Detention; 1-3 days ISS in BCC;
Insubordination	Warning; Lunch Detention; After-school Detention; 1-3 days ISS in BCC; -3 days OSS	Warning; Lunch Detention; 1-3 days ISS in BCC;
Lying/Cheating	Warning; Lunch Detention; 1-5 days ISS in BCC	Warning; Lunch Detention; 1-3 days ISS in BCC
Persistent Disobedience	Warning; 1-3 days ISS in BCC;	Warning; Lunch Detention; 1-3 days ISS in

	1-10 days OSS; Possible disciplinary hearing	BCC; 1-10 days OSS; Possible disciplinary hearing
Physical Attack on a District Employee	1-10 days OSS; Possible disciplinary hearing	1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Physical Attack (planned)	1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	Lunch detention; 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Physical Attack (threat)	1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	Lunch detention; 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Sexual Harassment	1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Tardy	Lunch detention for five total tardies to class	Lunch detention for five total tardies to class
Theft	Restitution; 1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	Restitution; Lunch detention; 1-3 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing
Truancy	1-3 days ISS in BCC; Notification of the ROE/Truancy Officer	1-3 days ISS in BCC; Notification of the ROE/Truancy Officer
Tobacco, including E-Cigs: Use/Possession	1-10 days OSS; Possible disciplinary hearing	1-10 days OSS; Possible disciplinary hearing
Vandalism	Restitution; 1-3 days ISS in BCC; 1-10 days OSS	Restitution; Lunch detention 1-3 days ISS in BCC; 1-10 days OSS
Weapons: possession	1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing	1-5 days ISS in BCC; 1-10 days OSS; Possible disciplinary hearing

### **FIELD TRIPS**

For all trips the instructor, sponsor or originator makes a written request on the Trips Request Form of the building administrator. The building administrator approves and sends to the superintendent for approval. The form is then routed to the transportation director for bus and driver scheduling. This form must receive approval early enough that the bus drivers have a week's advance notice. Participation at these learning events can be limited or denied if the student has a history of non-compliance and behavior problems. Determination of participation will be made by the building principal in consultation with the classroom teacher and other resource teacher involved in the discipline.

### **Educational Field Trip/Graduation Trip**

1. For an **educational field trip** with a maximum round trip of 260 miles (East-Evansville....West-St. Louis) the district pays all travel expenses such as driver time and bus costs.
2. Admission fees will be paid by the district not to exceed \$3.00 for the **educational trips** and \$8.00 for **graduation trip**. The maximum allowed for fees, admission, tickets etc. is \$5.00 for **educational trips**, \$8.00 for **class trips** and the **graduation trip**. The remaining fee will be the responsibility of the student/parent.
3. Food, beverage and other costs will be the responsibility of the students and parents. Those students eligible through the hot lunch program can be provided a lunch by the school's cafeteria.
4. No overnight trips will be allowed. All field trips will be a maximum of one day in length. Some restrictions may apply based on daily regular student bus routes.

### **Athletic, Extra-Curricular Competitions & Booster Club Trips**

1. Athletic and extra-curricular competition trips will refer to any trips earned due to winning basketball, baseball, softball, cross country, golf, track, volleyball, Scholastic Bowl, marching band parades, or other school related competitions resulting in traveling to another sight to continue competition.
2. The maximum allowed for fees, admissions, tickets, etc. is \$8.00. The District will pay up to \$5.00 per student. The remaining \$3.00 will be the responsibility of student/parent.
3. Food, beverage, and other costs will be the responsibility of the students and parents. Those students eligible through the hot lunch program can be provided a lunch by the school's cafeteria. Colt Backers or Band Boosters may volunteer to provide money for meals and other expenses connected with the competition.
4. Overnight trips may be necessary in some cases with this classification of field trip. Such trips will be approved by the superintendent. The Board of Education will receive prior notification of the need for an overnight trip. Costs for lodging, not to exceed \$80.00, with accompanying receipt will be paid by the District. Food, beverage, souvenirs, mileage, and other costs will be the responsibility of the student/parent.
5. Entertainment or reward trips for students by Band Boosters will need approval of the Board of Education. Round trip mileage will be indicated on the request to Board. If District transportation is to be used there will be a \$1.00 per mile per bus and \$.50 per mile per van or mini-bus charge to the sponsoring organization. If charter service is used the entire cost will be covered by the sponsoring organization. All tickets, fees, and admissions will be covered by the sponsoring organization. Food, beverage, and other costs will be the responsibility of the student/parent unless the sponsoring organization has made other arrangements.

### **Sponsor Procedures**

1. At least three days before the trip a list of students attending the field trip will be submitted to the office. Those students not participating and those who have lost the privilege of attending must also appear on the list.
2. Attendance is to be taken by the sponsoring instructor(s) immediately before departing on the field trip and all students who are not on the trip should have their names turned in or radioed to the office before leaving the departure sight.
3. No student should be allowed to go on a field trip who has not submitted a permission slip. Permission slips can be collected before the school year at registration. Permission slips will be kept until the end of the year.
4. It will be the responsibility of the requesting instructor(s) to make arrangements for eligible students to have lunches from the cafeteria. At least three school days advance notice must be given to cafeteria personnel with the number of lunches and names of students.

### **Student Eligibility**

1. No student should be allowed to go on a field trip who has not submitted a permission slip.
2. Students are not required to go on actual field trips and should not be penalized academically for not participating. An appropriate assignment may be given that relates to the field



trip and a grade issued for that assignment.

3. Students must make arrangements to make up any work missed due to a field trip.
4. Students may not be allowed to attend field trips if:
  - They are failing more than two classes
  - They are suspended in-school or out of school on the day of the trip;
  - If they have demonstrated a history of disobedience and are deemed to be a potential danger to themselves or others, as determined by the administration.

### **ATHLETIC GUIDELINES**

Center Street Middle School's athletic guidelines have been developed by the coaches and administration and approved by the Board of Education. The Southern Illinois Junior High School Athletic Association's by-laws and policies shall be enforced. The athletic program is considered to be an integral part of the educational system. Participation in such activities will be in accordance to the following athletic guidelines and the School District Policy Manual.

The student-athlete must remember their first priority is as a student, and then as an athlete. The main goal of Center Street Middle School's athletic program is to teach the fundamentals, discipline, good sportsmanship, and proper techniques, which will enable each participant to realize his or her potential. The programs further strive to be instrumental in developing students into productive members of society. Therefore, student-athletes are expected to conduct themselves properly in school and in the community according to the following guidelines.

Each student athlete will be given a copy of these guidelines. A parent/guardian and the student-athlete must sign the enclosed form indicating that they have received a copy of the guidelines, have read and understand the procedures as outlined. Review: These guidelines will be reviewed periodically by the coaches and administration, and any changes will be presented to the Board of Education for their approval. There are to be no deviations from these guidelines.

### **Guidelines of the Athletic Department**

1. Athletes must be passing all their classes to be eligible to try out or participate in any athletic contest. Coaches will check with teachers before the season begins to see if students are maintaining passing grades. Once the season begins the coaches will check weekly with teachers of students that are at risk of failing. If an athlete is failing any class he/she will have one week (Friday at noon through Friday at 11:59 a.m.) to improve their performance in that class to a passing grade. During this time period the athlete must practice, will not participate in games, but will be required to be present at games, dressed in street clothes. All athletes will be removed from the team after three weeks of ineligibility during a season.
2. Practices will last approximately an hour and fifty minutes and will be held Monday through Friday. Students needing to leave early for church will be allowed to do so. A monthly practice schedule will be provided to each athlete.
3. Players must attend regular practices unless excused by the coach or administration.
4. Playing time for each athlete will be determined based on how well they satisfy the following characteristics:
  - positive attitude
  - sense of responsibility
  - character/leadership
  - teamwork
  - athletic skill as determined by the coach

Game situations may also influence this decision. Coaches should make a conscious effort when determining playing time to make every participant feel he/she is an important part of the team.

5. Players must be in attendance the day of game. Students will also be expected to attend school the day after a game. Medical and dental appointments will be excused, and the

athlete will be able to participate. The administration will decide if an absence is excused or unexcused. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

6. Players are responsible for their uniforms and equipment.
7. School rules apply to all extra-curricular activities.
8. All Center Street athletes will be asked to do their best and respect themselves and others.
9. The administration and/or coach may remove a player at any time for persistent or gross misbehavior that is detrimental to the team or school violations. Any student may be prohibited from trying out for any interscholastic activity if they have a history of inappropriate behavior, as determined by administration.
10. All athletes participating in any sport are required by law to have a current physical on file before beginning practice.
11. All athletes must have insurance or a waiver signed by the parents verifying they have insurance before beginning practice.
12. All participants will be expected to follow each coach's specific rules, which will be handed out after the team has been selected. These rules are subject to review by the administration and the District #112 Board of Education.
13. Students assigned a one-day in-school suspension will not be able to participate in athletic events or other extracurricular activities for the duration of the suspension or at the discretion of Administration.
14. Students assigned an out of school suspension cannot participate in practice or athletic events for the duration of the suspension or at the discretion of Administration.

### **Concussion Policy**

In accordance with the law, Public Act 97-0204, Fairfield P.S.D. #112 has adopted the following policy on concussions:

1. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
2. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.
3. Only physicians licensed to practice medicine in all its branches can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.
4. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

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.

### **Information on Concussions**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.**

Behavior/signs observed indicative of a possible concussion	Symptoms reported by a player indicative of a possible concussion
<ul style="list-style-type: none"> <li>• Loss of consciousness</li> <li>• Appears dazed or stunned</li> <li>• Appears confused</li> <li>• Forgets plays</li> <li>• Unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Behavior/personality changes</li> <li>• Can't recall events prior to or after the injury</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Nausea</li> <li>• Balance problems or dizziness</li> <li>• Double or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish</li> <li>• Feeling foggy or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> </ul>

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois.

#### USE OF ALCOHOL AND/OR TOBACCO

Use, possession, distribution, purchase, sale or being under the influence of alcohol or tobacco (smoking or smokeless) at any time during the calendar or academic year is prohibited.

For any infraction involving alcohol or tobacco, a meeting shall be held with the student, a parent or guardian, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as it is reasonably possible.

- A. First Violation: If it is determined by the activity sponsor or coach or administration that the student is guilty of an infraction involving alcohol or tobacco, the student will be suspended for a period of time equal to one-half of the sport or activity season in which the student is currently participating or the next sport or activity season in which the student regularly participates.
  1. Suspension may be reduced by half (25% of the season) if private counseling by a certified counselor is retained by the student.
- B. Second Violation: If a student commits a second infraction involving alcohol or tobacco at any time during his or her junior high school career, the student will be suspended from participation in any sport or activity described herein for a period of one calendar year.

#### **Use of Illegal Drugs**

Use, possession, distribution, purchase, sale, or being under the influence of illegal drugs, including medical marijuana, look-alike drugs, performance enhancing drugs or the use, possession, distribution, purchase or sale of drug-related paraphernalia at any time during the calendar or academic year is prohibited.

For any infraction involving illegal drugs, performance enhancing drugs, look-alike drugs, or the use possession, distribution, purchase or sale of drug-related paraphernalia, a meeting shall be held with the student, a parent or guardian, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible.

- A. First Violation: If it is determined by the activity sponsor or coach that the student is guilty of an infraction involving illegal drugs, including medical marijuana, or look-alike drugs, or the use, possession, distribution, purchase or sale of drug-related paraphernalia, the student will be suspended from participation in any sport or activity for a period of one calendar year.
  1. Suspension may be reduced by half (50% of the season) if private counseling by a certified counselor is retained by the student.
- B. Second Violation: If a student commits a second infraction involving illegal drugs or look-alike drugs, or the use possession, distribution, purchase or sale of drug-related paraphernalia during his or her junior high school career, the student will be suspended from participation in any sport or activity described herein for the remainder of his or her junior high school career.

#### INTERNET ACCEPTABLE USE POLICY

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

#### **Acceptable Use**

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

#### **Privileges**

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

#### **Unacceptable Use**

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

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

## Network Etiquette

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

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

## No Warranties

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

## Indemnification

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

## Security

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

## Vandalism

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

## Telephone Charges

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

## Copyright Web Publishing Rules

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide the technology director with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

## Use of Email

The School District manages its email system, and owns its constituent software, hardware, and data files. The School District provides email to aid students as an education tool.

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

## Internet Acceptable Use Sign-Off

Internet Acceptable Use Sign-Off

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

## Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this

document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**KINDERGARTEN EARLY ENTRY**

**Administrative Procedure**

Fairfield Public School District #112 seeks to have all students achieve at their maximum potential. With that philosophical base, the Superintendent of Schools is authorized to consider early entry to kindergarten for any student born on or before October 31 of the eligible year. The normal entry date established by the School Code of Illinois is September 1 of the eligible year. The district will consider early entry for students showing evidence of substantially advanced skills from their chronological age. **But placement will not be determined solely on the achievement test results.**

Any parent/guardian wishing the school district to consider their child for early entry to kindergarten must submit such a request in written form to the Superintendent of Schools no later than May 1 of the year the student is to enter school. The Superintendent of Schools will provide the parent/guardian with the name of an approved child psychologist who will conduct a battery of individualized achievement tests to determine readiness for entry to kindergarten. The cost of this evaluation will be born solely by the parent/guardian making such a request.

The battery will include the following assessment instruments:

1.Lollipop: Diagnostic Test of School Readiness 2.Berry Visual Motor Integration Test 3. Peabody Picture Vocabulary Test Listed below are the criterions for consideration of placement in early entry to kindergarten. A student must score at the scores indicated on two of the three tests.

	Sept. 2-Sep. 31	Oct. 1-Oct. 31
Lollipop Test	50 (Raw Score)	60 (Raw Score)
VMI	100 (Standard Score)	115 (Standard Score)
PPVI	115 (Standard Score)	125 (Standard Score)

The district will recommend an approved psychologist for assessment of consideration for early entry to kindergarten. All fees associated with early entry to kindergarten screening will be the responsibility of the parent/guardian.

**FAIRFIELD PUBLIC SCHOOL DISTRICT #112**

**School Calendar**

**2019 – 2020**

August	14 & 15	School Opens with Teachers' Institutes
	16	First Day of Pupil Attendance, Grades K-8 – <b><u>DISMISS at 2:00/2:10</u></b>
	21	Pre-K First day of school
September	2	Labor Day – <b>No School</b>
	13	Early Dismissal - Teachers' meeting – <b><u>DISMISS at 12:00/12:10</u></b>
October	11	Homecoming Parade – <b><u>DISMISS at 12:00/12:10</u></b>
	14	Columbus Day – <b>No School</b>
	18	End of First Quarter
	22 & 23	Grades Issued at Conferences
	22	Early Dismissal ( <b>2:00/2:10</b> ) – Parent-Teacher Conferences 3:00-7:00
	23	Early Dismissal ( <b>2:00/2:10</b> ) – Parent-Teacher Conferences 3:00-6:30
	24	Teachers' Institute – <b>No School</b>
	25	Parent-Teacher Conferences – <b>No School</b>
November	8	Early Dismissal – Teachers' meeting – <b><u>DISMISS at 12:00/12:10</u></b>
	11	Veterans' Day – <b>No School</b>
	26	Early Dismissal for holiday – <b><u>DISMISS at 2:00/2:10</u></b>
	27, 28, 29	Thanksgiving Holiday – <b>No School</b>
December	20	Early Dismissal for holidays – <b><u>DISMISS at 2:00/2:10</u></b>
	20	End of Second Quarter
	23	Christmas Vacation begins
January	6	School Resumes
	20	Martin Luther King's Birthday – <b>No School</b>
February	14	Early Dismissal - Teachers' meeting – <b><u>DISMISS at 12:00/12:10</u></b>
	17	Presidents' Day – <b>No School</b>
March	6	End of Third Quarter
	13	Early Dismissal – Teachers' meeting – <b><u>DISMISS at 12:00/12:10</u></b>
April	8	Early Dismissal for Spring Break – <b><u>DISMISS at 2:00/2:10</u></b>
	9, 10	Spring Break
	13	Spring Break
May	8	Early Dismissal – Teachers' Meeting – <b><u>DISMISS at 2:00/2:10</u></b>
	13	Pre-K Last day of school
	19	Last School Day – <b><u>DISMISS at 1:00/1:10</u></b>
	19	End of Fourth Quarter
	20	Teachers' Institute