

# **DISTRICT SECTION**

**BOARD OF EDUCATION  
REED-CUSTER UNIT DISTRICT 255U**

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Peggy Moore, Secretary	Stacey Speed
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**DISTRICT STAFF**

David Requa, Superintendent of Schools .....	458-2307
James King, Director of Operations/Transportation .....	458-2307
Mark Mitchell, Curriculum Director .....	458-2307
Eric Bernstein, Principal - Reed-Custer High School.....	458-2166
Tim Ricketts, Ass't. Principal - Reed-Custer High School.....	458-2166
Skip Tarran, Athletic Director - Reed-Custer High School.....	458-2166
Michael Grace, Principal - Reed-Custer Middle School.....	458-2868
Kevin Young,, Ass't. Principal - Reed-Custer Middle School.....	458-2868
Robin Bauer, Principal - Reed-Custer Intermediate School.....	458-2145
Janice Kunz, Principal - Reed-Custer Primary School ....	458-6340
Lori Totten, Special Education Coordinator.....	458-2307
Scott Thorson, Field House Director.....	458-4130
Dennis Fisher, Director of Technology.....	458-4137
Marilyn Montana, Head Food Service Manager.....	458-4114
Kathleen Jones R.N., District Nurse .....	458-2145

**SCHEDULE OF REGULAR BOARD MEETINGS**

	<b>Executive</b>	<b>Regular</b>
July 9, 2009	-----	6:00 P.M.
July 16, 2009	6:00 P.M.	7:00 P.M.
August 13, 2009	-----	
August 20, 2009	6:00 P.M.	7:00 P.M.
September 10, 2009	-----	
September 17, 2009	6:00 P.M.	7:00 P.M..
October 8, 2009	-----	6:00 P.M
October 15, 2009	6:00 P.M.	7:00 P.M.
November 12, 2009	-----	6:00 P.M.
November 17, 2009	6:00 P.M.	7:00 P.M.
December 17, 2009	6:00 P.M.	7:00 P.M.
January 14, 2010	-----	6:00 P.M.
January 21, 2010	6:00 P.M.	7:00 P.M.
February 11, 2010	-----	6:00 P.M.
February 18, 2010	6:00 P.M.	7:00 P.M.
March 11, 2010	-----	6:00 P.M.
March 18, 2010	6:00 P.M.	7:00 P.M.
April 8, 2010	-----	6:00 P.M.
April 15, 2010	6:00 P.M.	7:00 P.M.
May 13, 2010	-----	6:00 P.M.
May 20, 2010	6:00 P.M.	7:00 P.M.
June 17, 2010	6:00 P.M.	7:00 P.M.

## FORWARD

The Reed-Custer 255U Board of Education, Administration and all Reed-Custer staff, welcome you to the Reed-Custer Schools for 2009-2010. We are committed to providing all students with an excellent educational experience. It is our hope that the students will take advantage of the many opportunities that are available to them in the Reed-Custer School District.

The purpose of this handbook is to acquaint parents and students with the rules, regulations, procedures, policies and activities of the school. Please keep this booklet in a place where you can refer to it if questions should arise during the school year.

The format of the Reed-Custer School District 255U **Parent and Student Handbook** is divided into four sections.- High School, Middle School, Intermediat/Primary.

Specific questions concerning the policies outlined in the handbook should be directed to the building principal for clarification.

We hope that the 2009-2010 school year will be a great success.

Sincerely

David Requa  
Superintendent of Schools

NOTE: Whenever the word "parent(s)" is used in the handbook, it is meant to include legal guardian(s) and/or Department of Children and Family Services, if applicable.

REED-CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U

2009-2010 CALENDAR

TEACHER INSTITUTE - NO SCHOOL -----August 19  
TEACHER INSTITUTE - NO SCHOOL -----August 20  
FIRST STUDENT ATTENDANCE DAY -----August 21  
FULL DAY ATTENDANCE

LABOR DAY -- NO SCHOOL -----September 7  
SCHOOL IMPROVEMENT DAY - EARLY DISMISSAL ----- September 17  
HS/MS - 11:00 A.M., IS/PS - 11:45 A.M.

COLUMBUS DAY - NO SCHOOL ----- October 12  
PARENT/TEACHER CONFERENCE - NO SCHOOL -----November 6  
VETERAN'S DAY - NO SCHOOL----- November 11  
SCHOOL IMPROVEMENT DAY - EARLY DISMISSAL -----November 18  
HS/MS - 11:00 A.M., IS/PS - 11:45 A.M.

THANKSGIVING BREAK - NO SCHOOL -----November 26-27  
CHRISTMAS BREAK - NO SCHOOL -----December 23- January 4

2010

TEACHER INSTITUTE ----- January 4  
SCHOOL RESUMES ----- January 5  
MARTIN LUTHER KING BIRTHDAY - NO SCHOOL-----January 19  
PARENT/TEACHER CONFERENCE - NO SCHOOL -----February 12  
PRESIDENTS DAY - NO SCHOOL----- February 15  
SCHOOL IMPROVEMENT DAY - EARLY DISMISSAL ----- February 24  
HS/MS - 11:00 A.M., IS/PS - 11:45 A.M.

SCHOOL IMPROVEMENT DAY - EARLY DISMISSAL ----- March 17  
HS/MS - 11:00 A.M., IS/PS - 11:45 A.M.

SPRING BREAK - NO SCHOOL ----- March 29 - April 5  
SCHOOL RESUMES -----April 6  
SCHOOL IMPROVEMENT DAY - EARLY DISMISSAL ----- April 21  
HS/MS - 11:00 A.M., IS/PS - 11:45 A.M.

8th GRADE PROMOTION ----- May 20  
HIGH SCHOOL GRADUATION ----- May 23  
LAST DAY OF SCHOOL----- May 25  
(If No Snow Days Used)

TEACHER INSTITUTE - NO SCHOOL ----- May 26

**GRADING PERIOD**

**HIGH SCHOOL/MIDDLE SCHOOL/ELEM.**

1st Quarter	-	August 21	-	October 23
2nd Quarter	-	October 26	-	December 22
3rd Quarter	-	January 5	-	March 12
4th Quarter	-	March 15	-	May 25

**FACULTY INSTITUTE DAYS (NO STUDENT ATTENDANCE)**

**AUGUST 19 & 20            JANUARY 4            MAY 26**

**SCHOOL IMPROVEMENT DAYS**

**EARLY DISMISSAL**

**SEPTEMBER 16 ----- HS/MS - 11:00 A.M.-----IS/PS - 11:45 A.M.**  
**NOVEMBER 18 ----- HS/MS - 11:00 A.M.-----IS/PS - 11:45 A.M.**  
**FEBRUARY 24 ----- HS/MS - 11:00 A.M.-----IS/PS - 11:45 A.M.**  
**MARCH 17 ----- HS/MS - 11:00 A.M.-----IS/PS - 11:45 A.M.**  
**APRIL 21----- HS/MS - 11:00 A.M.----- IS/PS - 11:45 A.M.**

**PARENT-TEACHER CONFERENCE DAYS  
(NO STUDENT ATTENDANCE)**

**NOVEMBER 6  
FEBRUARY 12**

**MIDDLE SCHOOL PARENT-TEACHER CONFERENCE DAYS**

**NOVEMBER 5 - 5:00 P.M. - 8:00 P.M.**  
**NOVEMBER 6 - 8:00 A.M. -12:00 P.M.**  
**FEBRUARY 11 - 5:00 P.M. - 8:00 P.M.**  
**FEBRUARY 12 - 8:00 A.M. - 12:00 P.M.**

**HIGH SCHOOL PARENT-TEACHER CONFERENCES DAYS**

<b>NOVEMBER 5</b>	<b>-</b>	<b>4:00 P.M. - 7:00 P.M.</b>
<b>NOVEMBER 6</b>	<b>-</b>	<b>8:00 A.M. - 12:00 P.M.</b>
<b>FEBRUARY 11</b>	<b>-</b>	<b>4:00 P.M. - 7:00 P.M.</b>
<b>FEBRUARY 12</b>	<b>-</b>	<b>8:00 A.M. - 12:00 P.M.</b>

**BUILDING OPEN HOUSE**

**Reed-Custer Middle School - September 9 - (6th) 6:00 p.m. - (7th & 8th) 7:00 p.m.**

**Reed-Custer Intermediate School**

**2nd & 3rd - September 2 - 6:00 p.m. - 8:00 p.m.**

**4th & 5th - September 3 - 6:00 p.m. - 8:00 p.m.**

**Reed-Custer Primary School School**

**First Grade - September 15 - 5:30 - 7:00 p.m.**

**PK/EC/Kindergarten - September 22 - 5:30 - 7:00 p.m.**

**Reed-Custer High School - September 23 - 5:00 p.m. - 7:00 p.m.**

## PARENTAL RESPONSIBILITIES

Good conduct in school originates in the home. It is the obligation of the parents, by their teachings and by their examples, to develop in their children attitudes of respect for the school, the teachers, and Principal, and for other children. To help their children develop good behavior habits, the parents must:

1. Instill in their child respect for authority, for the rights of adults and of other children, and for private and public property.
2. Know their child's friends.
3. Know where their child is when he or she is away from home.
4. Teach their child to obey the teacher and other persons in authority.
5. Confer privately with the teacher or Principal if action taken is not understood or if there is a question regarding its appropriateness.
6. Confer personally with a teacher or Principal when requested.
7. Insist that their child be prompt and regular in school attendance.
8. Carry out the recommendations made by the school in the best interests of their child.
9. Talk with their child about school activities. Take an active interest in their child's progress in school and in his or her report card.
10. Safeguard the physical and mental health of their child; take him for periodic health examinations.
11. Attend meetings of the parent-teacher organizations, if at all possible.
12. Attend special school programs, if at all possible.
13. Arrange for a time and place for their child to do homework assignments and supervise him in completing them.
14. Encourage their child to participate in wholesome activities in the school and community.
15. Understand and comply with the rules of the school concerning pupil conduct.
16. Parents shall demonstrate good sportsmanship at all school functions and will be responsible for the behavior of their child at such functions.
17. Parents are responsible for reimbursing the school district for lost, damaged or unreturned school property; this includes sports equipment/uniforms, band equipment/uniforms, library property, calculators, computers, etc.

## PARENTS RIGHTS

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours.

1. All visitors are required to register at the Principal's office before proceeding to their destination. Visitors will receive visitor badges.
2. Students not enrolled at Reed-Custer will not be permitted to visit classrooms while school is in session. Other educational visits will be permitted at the discretion of the Building Principal.
3. Confidential parent conferences are very important to good communications. These conferences with a teacher or Principal should be limited to one set of parents at a time. If several parents share a common concern special arrangements should be made through the Building Principal.
4. If a parent needs to take his/her child from school, that parent should make the request to the Building Principal. In the case where only one parent or a guardian has legal custody, a court order or a copy of the divorce decree indicating custody must be on file in the school before the school can refuse to release a child to either parents.
5. Parents may request homework for an absent child, but such requests should be made by **eleven o'clock** to allow the teacher(s) sufficient time to gather the materials. Materials may be picked up in the main office at the end of the day.
6. From time to time parents may have some concerns about the use of certain instructional materials or about rules and/or practices. The procedure for handling these concerns is as follows:
  - a. Concerns about the use of certain books, instructional materials, rules, or procedures, should be first directed to the teacher, sponsor, or coach. If the parent is not satisfied with the response of the teacher the parent may then request a meeting with the Building Principal.
  - b. Concerns about athletic activities should first be directed to the coach. If the parent is not satisfied with the response of the coach the concern should then be directed to the Athletic Director.

- c. Concerns about building or district rules, procedures or practices should be directed to the Building Principal.
  - d. Concerns about instructional materials, courses or programs that are not resolved at the Principals' level may be appealed to the Assistant Superintendent for Curriculum and Instruction. Concerns about instructional materials, courses, or programs not resolved at the Assistant Superintendent for Curriculum and Instruction level may be appealed to the Superintendent.
  - e. Matters other than instructional that are not resolved at the Principal's level may be appealed to the Superintendent.
  - f. All matters not resolved at the Superintendent's level may be appealed to the School Board. These requests must be made 48 hours prior to the Board meeting in order to be on the agenda.
7. Parents can contact the building principal to review the professional qualifications for any of their child's teachers.

**TYPE OF CONCERN**

**ORDER OF CONFERENCES**

INSTRUCTION-----	Teacher, Principal, Assistant Superintendent for Curriculum and Instruction, Superintendent, Board of Education
CLUB-----	Sponsor, Principal, Superintendent, Board of Education
SPORTS-----	Coach, Athletic Director, Principal, Superintendent, Board of Education
BUILDING/DISTRICT-----	Principal, Superintendent, Board of Education
RULES/PROCEDURES-----	Teacher, Principal, Superintendent, Board of Education

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

The sale or purchase of personal information concerning children without parental consent and the distribution or exchange of children's personal information that one has reasons to believe will be used to abuse a child is prohibited. Persons who broker, solicit, or facilitate the sale of personal information concerning children are required to disclose to parents, upon request, the source and content of personal information on file with regard to their children, and to disclose to parents, upon request their children.

**PUPIL RESPONSIBILITIES**

The pupil attends school so that he or she may develop his or her individual capacities to their fullest and become, for his or her own benefit and that of others, the best person that it is possible for him to become. To do this, the pupil must:

- 1. Accept responsibility for his or her own actions.
- 2. Approach his or her studies with a seriousness of purpose of realization that learning is its own reward.
- 3. Develop good study habits and make a sincere effort to do his or her best in his studies.
- 4. Be well prepared for his or her classes each day, both physically and mentally.
- 5. Make the most of all educational opportunities provided by the school.
- 6. Develop a basic attitude of consideration and thoughtfulness for the rights, welfare, and the happiness of other people.
- 7. Be regular in his or her attendance and punctual in arriving at school and at class.
- 8. Dress appropriately and practice habits of personal cleanliness.
- 9. Choose his or her friends and companions carefully.
- 10. Understand and comply willingly with rules and regulations established by the schools.
- 11. Participate with enthusiasm and in a dependable, self-reliant manner, in the civic, athletic and social activities of the school.
- 12. Act in a manner which will reflect credit on him or herself, his or her parents, and his or her school.
- 13. Respect the authority of teachers and other members of the school staff.
- 14. Remember that the real measure of the individual is what he or she does.
- 15. Learn the National Anthem, school song, and the Pledge of Allegiance.
- 16. Keep his or her locker locked at all times.
- 17. Know what times to have parents pick him up following school functions.

## HOMEWORK

Every child should have his/her own quiet corner and a regular time for reading and studying at home.

Homework is purposeful when it provides needed practice in newly developed skills, helps train a youngster to work independently, and enriches and extends school experiences. One of the teacher's objectives in preparing homework assignments is to promote initiative responsibility, and self-reliance.

Parents should talk about school with their youngsters each day, check on homework assignments, and discuss assignments for their children; however, after discussing the assignment, parents should allow the child to complete the assignment independently.

## STUDENT CONDUCT AND DISCIPLINE

Rules and regulations relating to the conduct of students during school hours and after school activities shall be formulated under the direction of the Superintendent of Schools.

It shall be the policy of the Reed-Custer School District 255U to operate with a minimum number of rules necessary for a good educational program in a friendly atmosphere that is conducive to good study habits and good citizenship. It shall be the responsibility of the teachers and administrators to see that those rules are fair and reasonable and that they are necessary for the successful operation of the school. Reed-Custer Schools will insist, however, that all rules that have been formulated and approved by those in authority shall be obeyed. Each teacher and administrator shall assume the responsibility of enforcing the rules in each school building and on campus, at any school sponsored function, or on any school sponsored trips.

Any organized group must have rules and regulations to govern its activities and that is true of the school. The general rules listed are formulated for the purpose of making the students stay in school as pleasant and profitable as possible and without any intention of encroaching on any reasonable right as an individual. These rules are formulated on the reasonable assumption that one individual should not be allowed a privilege that cannot be given to everyone.

The maintenance of good discipline is essential to the educational process and is a dual responsibility of the home and school. The adjustment of the individual to an appropriate pattern of behavior must be achieved in a manner that will not hinder the education of others. In order to help the student grow toward self-discipline, accept self-responsibility, and learn to appreciate the rights of others, patterns of appropriate behavior must be maintained.

When a student does not operate within reasonable guidelines as established by the Board of Education, it becomes necessary to discipline in other ways, to deny certain privileges, to remove from class, to temporarily suspend in-school, after school, or out of school, or to recommend permanent expulsion from the school situation.

## USE OF METAL DETECTORS

The School Board recognizes its responsibility to maintain order and security in the schools. Furthermore, the School Board recognizes its responsibility to prevent any behavior which is inconsistent and appropriate with the educational mission. Accordingly, school authorities are authorized to conduct hand-held metal detector scanning of students and their personal effects, in accordance with board policy.

## CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

### **A. An adequate home which:**

1. assumes the primary responsibility for the discipline of the child.
2. is aware of the child's responsibilities and obligations in the school as well as in the community and establishes home conditions which are favorable to success in school.
3. recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
4. cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child

### **B. A responsible student who:**

1. respects constituted authority, including not only school rules and regulations but also the laws of the community, state and nation.
2. uses respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

C. **A responsible school in which the professional staff:**

1. encourages the use of good guidance procedures.
2. maintains an atmosphere conducive to good behavior.
3. exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
4. plans a flexible curriculum to meet the needs of all students.
5. promotes effective training or discipline based upon fair and impartial treatment of all students.
6. develops a good rapport among the teaching staff and between the administration and the teaching staff.
7. endeavors to involve the entire community in order to improve the quality of life in that community.

**RULES AND REGULATIONS**

The rules and regulations included in **Parent and Student Handbook** are guidelines for students, parents, teachers, and counselors. For any deviation from the guidelines the approval of the Principal must be obtained.

The administration may waive the rules and regulations based upon an emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the policies and procedures of the Board of Education.

**ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

The School Board of District 255U has a legal responsibility according to the Illinois School Code to enforce standards of behavior and administer punishment. To be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

1. **School Detention**

Students may be detained before school, after school or on Saturday morning as a disciplinary measure. The teachers will make a reasonable attempt to contact the parents or guardian to provide notification of the detention. All detentions will be served in accordance with the rules and regulations of each building.

2. **In-School Suspensions**

In-school supervisors are an alternative approach for isolating disruptive students in a supervised environment that requires behavioral change and that encourages attention to schoolwork. The suspension can range from a few class periods to not more than five (5) consecutive school days. Physical arrangements depend largely on how long the isolation is expected to last. Consideration of the use of in-school suspension will be determined by several factors, which will include: the nature of the violation, the available facility for isolation, and the arrangement for supervisory personnel. Students can be committed to in-school suspension for a predetermined period of time. Their return to the regular classroom may be conditioned on completing particular tasks, such as academic assignment, or on noticeable improvements in attitude and behavior.

All school work assigned the student while he or she is on in-school suspension MUST be completed and turned in at the appropriate time.

3. **Suspensions**

In accordance with Section 10:22.6 of the School Code of Illinois, the Building Principal, or designee, may suspend students from all school attendance and activities. Such suspension is for gross disobedience and gross misconduct and may be up to ten (10) school days in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the Superintendent and the parents. During the period of suspension, the student is not permitted to be on school property or attend any school activity. School work missed while a student is suspended may be completed by the student and turned in to the teacher. Only 50% credit will be allowed at the middle school after the first suspension of the school year. The high school only allows 50% credit for any work assigned during a suspension period. Suspension days count toward the total days absent, but will not eliminate a student from class regardless of the duration of the suspension.

4. **Expulsions**

The School Code of Illinois, Section 10:22.6 indicates the Board of Education may expel students from school. The Superintendent and Principal are authorized to recommend to the

Board of Education that a student be expelled from school for gross disobedience and gross misconduct.

Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion.

A student who wishes to return to school following the expulsion period must apply in writing to the Board of Education for readmittance. The student should contact the Principal for information concerning readmittance.

**NOTE:** Review of Suspensions: After a student has obtained the third suspension in any school term, the Superintendent may call a disciplinary conference involving the student, parents, and Principal to discuss the record of the student. The Superintendent will determine whether the student will be considered for expulsion or be allowed to remain in school.

5. **Other Remedies**

The Superintendent, Principal, and administrative personnel or any teacher of the school corporation shall be authorized to take reasonable action in connection with student misbehavior.

Reasonable actions might include:

- a. counseling with a student or group of students.
- b. conferences with a parent or group of parents.
- c. assigning students alternative work.
- d. rearranging class schedules.
- e. requiring a student to remain after regular school hours for counseling with the teacher.
- f. restricting extracurricular activity.

6. **Corporal Punishment**

Reed-Custer School District does not use corporal punishment.

**GUIDELINES FOR DETERMINING LENGTH OF PENALTY TIME**

The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities. In making the decision concerning the length and severity of the penalty the following variables (factors) will be considered: age, previous discipline record, cooperative attitude, staff input, premeditation, and related special education characteristics.

Students may be suspended or expelled for gross disobedience and gross misconduct.

**Gross disobedience and gross misconduct are defined as follows:**

1. **No More Than Five School Days For The Following First Offenses\*:**

**Closed Campus Violations**-Leaving the school premises without authorization during the student's scheduled class hours or lunch hour.

**Continued Class Disturbances**-Repeatedly involved in behavior which disrupts the education process of the other students in the classroom.

**Forgery**-Falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gambling**-Gambling for money or valuables.

**Indecency in Behavior-Offences** against commonly recognized standards of propriety.

**Insubordination/Disrespect**-Willful failure to respond or carry out a reasonable request by authorized school personnel. To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff, student body or district staff.

**Littering**-Willfully littering on school property or on private property enroute to and from schools.

**Loitering**-Being in or about any school building, or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of school personnel.

**Obscenity**-Use of obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property.

**Repeated Truancy and Tardiness** -Unauthorized absence or lateness to school or classes over any period time.

**Sexual Harassment** - Any type of physical or sexual harassment.

**Unauthorized Distribution of Printed Material**-Distribution of unauthorized materials on school property.

**Unauthorized Petition**-Presentation or distribution of petitions which contain obscenities, libelous statements, and which are not within the bounds of reasonable conduct.

\*Subsequent instances of the same offense may result in more severe disciplinary action.

2. **No More Than Ten School Days For The Following Offenses:\***  
Arson-Willful and malicious burning of, or attempt to burn any part of any building or any property of Reed-Custer School District 255U.  
Bus Misconduct - Violation of bus rules and regulations.  
Drug Paraphernalia - Hypodermic needle, syringe, rolling paper, drug pipes and related articles.  
False Reports-Falsely reporting incidents, making false accusation, or giving false testimony to school personnel which would affect the welfare of others.  
False Reports of Fire or Bombs-Initiations of a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.  
Fighting-Involvement in hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The issue of self defense, if involve, must be proven by the student accused.  
Gang Related Activities: Any activity related to gang issues.  
Inciting Other to Violence or Disobedience-By words, acts, or deeds giving encouragement to demonstrations or protests which disrupt the normal educational process of the school.  
Possession, Use, or Sale of Fireworks or Explosives-Possession, use or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.  
Repeated Violation of the Code for Student Conduct-Continued violations of the student conduct code.  
Shake Down and/or Strong Arm-Extortion or borrowing or attempting to borrow any money or items of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.  
Theft-The act of taking or acquiring the property of others without their consent.  
Threatening or Intimidating Acts-Verbal or by gesture threatening the well-being, health, or safety of any person on school property or enroute to or from school.  
Unauthorized Sale or Distribution-Selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the Building Principal to any person on school property.  
Use/Possession of Alcohol-Possession, use, distribution, or sale of alcoholic beverages or related material in school or on school property.  
Use/Possession, or Under the Influence of any Unlawful Drug or Behavior-Altering Substance-Use or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription, including any form of hallucinogenic drug, marijuana, misuse of inhalants or alcohol.  
Vandalism-Willful destruction of property belonging to another. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.  
Violation of Detention Policy-Violation of the detention policy of each building .

\* Subsequent instances of the same offense may result in more severe disciplinary action.

3. **Automatic Expulsion:**  
Possession of Weapons-Possession, use or threatening to use any weapon or instrument capable of inflicting bodily injury. Firearm weapon possession will result in an automatic one year or two years expulsion according to federal law. The term weapon is defined as firearms which are any weapons which expel a projectile by action of an explosion and any "destructive device" including bombs, grenades, rockets, missiles or mines.

### DISCIPLINE AREAS OF SPECIAL EMPHASIS

- A. **SUBSTANCE ABUSE REGULATIONS**  
 If the appearance and behavior of a student indicates the possible use of controlled substances or cannabis and/or alcohol, staff members must notify the school administrators of their concern immediately.
1. Direct involvement or participation in the sale and/or distribution of alcoholic beverages, marijuana, prescription drugs, counterfeit drugs (look-alike), or other controlled substances, as defined by the laws of the state on or about school property or at school-sponsored events will result in the following:
- a. The parent shall be notified and a parent/student/administrator conference immediately scheduled.
  - b. The student shall be suspended out of school for ten (10) days pending an expulsion hearing before the Board of Education .
  - c. The Principal will file a report with the police.

2. Any pupil of this school district involved or participating in the possession and/or consumption of alcoholic beverages, marijuana, prescription or non-prescription drugs, counterfeit drugs (look-alike), or other controlled substances as defined by the laws of this state or under the influence of same, on or about school property or at school-sponsored activities will result in the following:

**GRADES K-3**

1. Parents contacted and a parent/student/administrator conference immediately scheduled. The student will be examined by the school nurse and sent home for health reasons.
2. Recommendation to seek family counseling.
3. Second offense reported to the Department of Children and Family Services.

**GRADES 4-12**

1. Parents contacted and a parent/student/administrator conference immediately scheduled.
  2. **FIRST OFFENSE-SUBSTANCE ABUSE**  
The student will be suspended from school for ten (10) days. The student may elect to be suspended for a total of five days under the following condition:  
That the student undergo a physical evaluation by a registered agency to determine the extent of their involvement with the substance. It is also recommended that the student follow up on any recommendations made by the agency counselors. Failure to arrange for this evaluation during the five day suspension will automatically result in the student serving the additional five days. Written results of the evaluation must be presented to the Building Principal.
  3. **SECOND OFFENSE-SUBSTANCE ABUSE**  
The student will be suspended from school for ten (10) days and a recommendation will be made that the student be considered for expulsion from school.
  4. The foregoing, however, will not apply in the event that the student possesses or consumes a prescription drug prescribed for that student by a licensed physician and registered with the school administration as required by the section on medication.
  5. **MISUSE OF INHALANTS**  
The misuse of inhalants is wrong and harmful. Accordingly, this district will provide age-appropriate drug and inhalant education. Inhalants generally include ordinary household products such as but not limited to, hair spray, glues, cleaning fluids, gasoline, felt markers, white-out erasing fluid and other products that when inhaled may create a high sensation. All students are prohibited from possession, use, distribution, purchase, or sale of any inhalant for misuse in school buildings, on school busses, and on all other school property at all times. This policy also extends to all school-sponsored and related activities, as well as field trips and athletic and music trips whether held before or after school, evenings, or weekends. Furthermore, students will not be permitted to remain in school or attend extra-curricular activities while under the influence of prohibited inhalants. Students who possess, use, distribute or sell any inhalants will receive an out-of-school suspension.
- B. PHYSICAL ATTACK**  
Physical attack upon any person may be grounds for expulsion from school.
- C. FIGHTING**  
In the case of fighting, all of the participants in the fight in question shall be liable for the consequences of violations of this section. Self-defense shall not be a defense under this section unless the student can prove that in the event of an unprovoked attack, the student first sought the assistance of available school personnel and the student used only such force as was necessary to prevent serious bodily harm to his or her person.
- D. WEAPONS**  
Expulsion may be levied on any student who is found to be carrying a weapon to and from, or within the Reed-Custer Unit School District 255U Schools or to, from, or in attendance at any school-sponsored activity.
- E. VANDALISM AND ARSON**  
Any student who has initiated or taken part in any act of vandalism or arson as described in this Policy Handbook may be expelled. Further, it shall be the policy of this Board of Education to seek to recover damages from the parents of any minor, or from any person who has initiated or taken part in any act of vandalism as described in this policy.
- F. GANG ACTIVITIES**  
Illinois School Code strictly prohibits secret societies or organizations that chooses its membership rather than upon the free choice of any student who is qualified by the rules of the school. This school code strictly prohibits the membership or soliciting of any person to join any of these prohibited organizations. Reed-Custer School District 255U will not condone gang activities. Any use of hand signs, wearing of gang symbols or any other gang-activities are strictly prohibited at school or

school-sponsored activities. All such actions will result in disciplinary actions.

**G** **TOBACCO**

Students are not permitted to smoke or use any form of tobacco products at any time on Reed-Custer school property or at any school-sponsored event. Students using tobacco products any place on campus or in a school building will be suspended from school, starting with a Level IV suspension. Students are not permitted to carry tobacco products with them during school. Students in possession of tobacco products on school property will be suspended from school and the local police will be notified if the student is under the age of eighteen.

**H.** **SCHOOL LOCKER AND DESK POLICY**

A student's school locker and desk are the property of the school and must be used for the purpose intended: as a storage area for books, school supplies and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find.

Students should always double-check their locker to make sure it is locked: don't share their locker combination with anyone; avoid bringing large amounts of cash or valuables to school; label property; and don't leave property, such as backpacks, unattended.

Law enforcement officials who wish to search lockers should possess valid search warrants, EXCEPT in the case of emergency searches or at administrative request.

**I.** **SEXUAL HARASSMENT**

Sexual Harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's grade; (b) submission to or rejection of such conduct by an individual is used as a basis for grading decisions affecting such individuals; or (c) such conduct has the purpose or effect of substantially interfering with an individual student's performance or creating an intimidating, hostile, or offensive educational environment.

A student shall report a complaint of sexual harassment to the following individuals in the listed order of preference:

1. Counselor or Social Worker
2. Assistant Principal
3. Principal
4. Superintendent

**J.** **TESTING INFORMATION**

Tests are an integral part of the evaluation of student achievement. In order to provide an optimum learning environment, the following rules will be enforced during all tests:

1. Absolute silence by all students during the test until all papers are collected and the teacher indicates the test is completed.
2. When appropriate, teachers are to provide a blank cover sheet for each student during tests.
3. Students are to keep their eyes on their own papers during the tests.
4. No assistance from books, notes, crib sheets, other students, etc. is allowed during the test, unless clearly specified by the teacher.
5. Questions concerning the test are to be directed to the teacher.

**K.** **CHEATING GUIDELINES**

**General Information**

All students have a responsibility to do their own work on all assignments and tests in order to receive the maximum benefit from the instructional program.

Unless the teacher gives specific instructions to the contrary, all class and homework assignments and all tests are to be completed by the student. Copying of homework is not permitted.

Students who give assistance on tests, provide assignments to be copied by another student, or complete assignment for other students will be guilty of cheating.

**Discipline Procedure**

Cheating of any kind by all students involved will be handled under the following guidelines:

- A. First Offense** - The student(s) will receive a zero on the assignment or test, and a Level I detention. The teacher will contact the office and parent to explain the circumstances.
- B. Second Offense** - The student(s) will receive a zero on the assignment or test and a Level II detention. A conference involving the student(s), parents, counselors, Assistant Principal or Principal will be held.
- C. Third Offense** - All of the procedures authorized in above will be conducted, plus the

student(s) will receive a LEVEL III Suspension with a conference to be held with the student(s), parents, Principal and Superintendent..

### **Special Note**

If at any time a student has in his/her possession teacher edition textbook, workbook, gradebook, diskettes, or any other materials that could alter grades, the student will immediately go to (Step C.) the third offense in the disciplinary procedure for cheating. The cheating offenses will accumulate over the entire school year.

### **L. DRESS CODE**

The philosophy of Reed-Custer School District 255U is that the parents and students have the responsibility for dress and grooming. However, the administration shall take action on student appearance when the dress and/or grooming presents a clear and present danger to student health, causes an interference with school work, or creates a classroom or school disorder.

The following guidelines shall be used as a basis for judgment concerning appropriate dress and grooming:

1. Hats (unless specified by the teacher as safety equipment), coats, insulated vests, jackets, windbreakers that are being worn over a shirt or blouse are not permitted in the classrooms or lunchroom.  
Exception: A teacher may make exceptions if the temperature is abnormal because the heating and cooling system is not functioning properly.
2. The length of shorts or skirts must extend below the student's fingertips when the student's arms are fully extended downward at his/her sides.
3. All shirts and tops worn by students must cover their shoulders. Halter tops, tank tops, spaghetti strap tops, and the like, are not permissible. Bare midriff tops are not permissible.
4. Under clothing must be covered at all times, with pants worn at waist level and with belts if needed. The shirt or blouse will be of a length to cover the stomach and lower back area completely. Low cut blouses or shirts are prohibited.
5. Students must wear shoes at all times.
6. Profanity or obscene or objectionable material (drug, sex, alcohol, gang related) on clothing, belts, hats, or other items of apparel is not acceptable in school. This includes Co-Ed Naked, Big Johnson, International 420, Mushroom shirts, objectionable Concert shirts, Austin 3:16 shirts, or clothing with any type of Crown that is believed to be associated with a "Gang".
7. Students will not be permitted to wear choker/dog collars or wear chains that are hanging from clothing.

### **M. ELECTRONIC PAGERS, BEEPERS OR CELL PHONES**

The School Board may prohibit the use and possession of electronic paging devices and cellular phones on school property. The Board will grant an exception to this policy under a special request. If a student wishes to possess a cellular phone or pager it must be turned off and placed in his or her locker during school hours. Video cell phones are not allowed on school grounds at any time.

### **N. RED DOT LASER POINTERS**

The School Board prohibits the possession of Red Dot Laser Pointers on school property. Red Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red Dot Laser Pointer can receive an out-of-school suspension.

### **O. STUDENT COMPUTER AND INTERNET USE**

The District's Internet access is a link with computer networks around the world and gives Reed-Custer School District 255U access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Internet account provides open access to these local, national, and international sources of information vital to intellectual inquiry in a democracy. In defining the Internet account as an extension of the library, this district subscribes to the Library Bill of Rights which states that "A person's right to use a library should not be denied or abridged because of origin, age, background or views."

In return, every Internet user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Users are expected to act in a responsible, ethical and legal manner, in accordance with board policies, the missions and purposes of the other networks they use on the Internet, and the laws of the states and the United States.

## ACCEPTABLE USE

The Internet account user is held responsible for his/her actions. In the school setting, Internet account use is limited to educational and research purposes. Unacceptable uses of the Internet account will result in the suspension or revoking of these privileges.

Students shall:

1. adhere to the same standard of conduct expected and required in a classroom;
2. follow rules for applying for and using password and E-mail accounts;
3. follow rules for time limits and printing instructions;
4. use the Internet account for educational and research purposes within the framework established by the teacher.

Students shall not:

1. use the Internet account for any illegal activity, including violation of copyright;
2. disrupt equipment, system performance, or data of another user;
3. use the Internet account extensively for sending and receiving a large number of personal messages;
4. attempt to gain or gain unauthorized access to resources or entities;
5. attempt to invade or invade the privacy of individuals;
6. use an account owned by another user;
7. send or retrieve messages that are inappropriate, obscene, racist, sexist, contain obscenities, or contain inflammatory or abusive language;
8. send or receive a message using a name other than the student's own name;
9. read other people's mail or files without permission.

Reed-Custer School District personnel will instruct students in acceptable Internet account use to enhance our curriculum in compliance with these guidelines.

Each student and his or her parent(s)/guardian(s) must sign the Student Use Consent and Waiver Form before being granted Internet access.

## DUE PROCESS PROCEDURE FOR CONCERNS

The Board of Education has established a due process procedure for review of concerns or questions that may arise during the operation of the school district.

Interested persons will be offered the opportunity to be heard and allowed to present their position.

- Step 1. Discussion on the individual school level with the faculty member.
- Step 2. Discussion on the individual school level with the Principal.
- Step 3. Discussion with the District Superintendent.
- Step 4. Appeal to the Board of Education.

At least 48 hours before a board meeting the parent/guardian may request to be on the agenda of the next regularly scheduled school board meeting.

## STUDENT WELFARE

### **Behavior Intervention Policy For Special Education Students With Disabilities**

The fundamental principle of this policy is that nonaversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are referable to the use of aversive and restrictive interventions.

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

It is the intent of School District 255U that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or

when less restrictive interventions have been attempted and failed. Restrictive Interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

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

School District 255U shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

### **INSTRUCTIONAL PROGRAM PLAN STATEMENT**

The primary purpose of all instructional programs at Reed-Custer shall be for the transmission of knowledge and culture through which children learn in areas necessary to their continued development. These areas include language arts, mathematics, sciences, fine arts, physical development and health.

To provide the basis for more clearly determining the district's expectations for learning, specific learning outcomes are being developed that are consistent with the State Goals for Learning. These outcome expectations are being defined through the establishment of curriculum objectives. Objectives describe what students should know and/or be able to accomplish as the result of instruction.

District tests and other means of measuring student learning have been developed by district curriculum committees. These tests serve as a means of assessing each student's understanding of both local and state learning objectives. Results from these tests will also be used to determine possible modifications to our district curriculum and to identify concepts that teachers may need to re-teach. District assessments may constitute up to a maximum of twenty percent of a student's semester grade.

### **NON-DISCRIMINATION STATEMENT**

All vocational and academic programs offered by Reed-Custer School District 255U are offered without regard to race, color, national origin, gender or handicap. Concerns regarding any discriminating issues, Title IX and Section 504 compliance issues should be directed to Lori Totten, Director of Special Services, Reed-Custer School District, 458-2307, Ext. 1.

### **DISTRICT GRADING SCALE**

<u>Letter Grade</u>	<u>Percentile</u>	<u>Quality Points for G.P.A.</u>		
		<u>Standard Program</u>	<u>Honors Program</u>	<u>A+</u>
A 96-99	4	5		100-100+
A- 94-95				
-----				
B+ 92-93				
B 88-91	3	4		
B- 86-87				
-----				
C+ 84-85				
C 78-83	2	3		
C- 76-77				
-----				
D+ 74-75				
D 70-73	1	2		
D- 68-69				
-----				
F 0-67	0			

### **HONOR ROLL**

The Reed-Custer School Board acknowledges the importance of high academic achievements by District students. Those students who attain high grades will be recognized by means of an honor roll. Honor rolls will begin with the 4th grade and continue through the 12th grade. Criteria will be uniform by grade throughout the School District.

### GRADES 6 THROUGH 12

<u>CATEGORIES</u>	<u>CRITERIA</u>
High Honors	4.0 or higher
First Honors	3.5 - 3.99
Second Honors	3.0 - 3.49

### GRADES 4 AND 5

<u>CATEGORY</u>	<u>CRITERIA</u>
Honors	3.0 or higher

**NOTE:** Any student receiving a failing grade (F or U) will be ineligible for the honor roll. At Reed-Custer High School all courses except drivers education will count toward the honor roll. A student can receive no lower than a "C" in physical education to be considered for the high school honor roll.

### ACADEMIC IMPROVEMENT AWARD

This award recognizes students who increased their quarter G.P.A. .5 for grades 6 through 12 and .2 for grades 4 and 5 or above over the previous quarter, but did not achieve the Honor Roll. This is not considered part of the Honor Roll.

**NOTE:** At Reed-Custer High school the Academic Improvement Award will be compiled at the end of each term. At Grades 4 and 5, the Academic Improvement Award will be compiled at the end of the second, third and fourth quarters.

### GRADUATION

Any student who does not complete the requirements for promotion from 8th grade or high school graduation, as established by the Board of Education, will not be permitted to participate in the graduation ceremony unless prescribed by the student's Individualized Education Plan.

### ELEMENTARY/MIDDLE SCHOOL RETENTION POLICY

The policy of the District is to discourage promotion from grade to grade for purely social reasons. Promotion or retention will be made on the basis of student performance after careful evaluation of all factors relating to the advantages and disadvantages of the alternative. Such alternatives may include the development of an individual remediation plan, summer school, or a modified instruction program

#### RETENTION

Decisions to promote or retain students will be based on student attendance, grades or failure to complete successfully a remediation plan. Social promotion is discouraged. The specific performance expectations are as follows:

1. Attendance - Attendance at school and participation in classroom activities are critical to the education of every child. Attendance is, therefore, an essential element in determining course credit. Twenty days or more of unexcused absences may result in a loss of course credit and retention.
2. Academic Achievement - Students will be retained if they fail to meet the academic achievement requirements for their grade level. The requirements are as follows:
  - K-2 In these grades a student will be considered for retention if he/she does not meet the minimum performance standards in language arts.
  - 3-8 In these grades a student will be considered for retention if he/she fails or does not meet the district's minimum performance standards in any of the following subject areas:
    - Language Arts
    - Math
    - Science
    - Social Studies
    - Health 7
    - Health 8

A student will also be considered for retention if he/she fails any two of the following subjects:

- Physical Education (1-8)
- Music (1-5)
- Art (1-5)
- Exploratories 2 of 4 (6-8)

3. Failure to Complete Remediation Plan Requirements: Failure to meet the requirements of a remediation plan may result in retention.

### **REMEDICATION**

Students whose over-all academic level of achievement indicates a need for additional academic preparation before moving on to the next grade level may be placed on a remediation plan(s). Students whose profile matches two of the four following criteria may be placed on a remediation plan:

- Grade below a "C"
- District Assessments - Over-all Did Not Meet for a content area
- ISAT - Over-all Did Not Meet for a content area
- Achievement test score is two years below grade level in math, science, social studies and language arts.

Remediation plans may include an extended school day or summer school. Failure to meet the expectations as set forth in a remediation plan may result in retention.

### **ALTERNATE PLACEMENT PROGRAM**

#### **T\*A\*S\*C**

Teachers Assisting Students Cooperatively is a service designed to address the needs of Reed-Custer's students in meeting all the objectives and requirements of a high school diploma. T\*A\*S\*C services may differ from traditional services in environment, structure and/or learning styles. While these services will have special features and constituencies, they will serve a special curricular function within the traditional service system and will contribute to the creation and strengthening of cooperative relationships between teachers and students. Availability of T\*A\*S\*C services is based on a referral system designed to individualize services considering the student's performance at Reed-Custer High School. T\*A\*S\*C emphasis is on prevention and intervention designed to make the school experiences more successful and pleasant for the students.

### **SUMMER SCHOOL**

It has been the practice of this district to offer a seven week summer school program. Courses are offered for both remediation and enrichment purposes. Remediation courses allow students to earn one-half credit for a class they previously failed. Enrichment courses allow students to take courses they would not ordinarily be able to fit into their schedules during the regular school year.

Students may take a maximum of two academic classes. Students in high school may earn a maximum of one academic credit in summer school. Any student receiving academic credit for a summer school course must attend the required number of weeks to receive credit.

### **TITLE I PROGRAM**

Title I of the Elementary and Secondary Education Act is the largest federal aid to education program. It was the first and most important federal program assigned to the United States Office of Education to recognize that economically and educationally deprived school children may need extra help (commonly called "compensatory education") to do well in school. The Reed-Custer Unit School District 255U offers this program to qualifying children. Like all federal projects, Title I forbids discrimination against any child because of race, color, gender, religion or national origin. Title I services are provided to grades 1-6.

The program in our district is primarily one concerned with the development of basic reading skills and is supplementary to the reading instruction received in the classroom.

### **HONORS ENGLISH PROGRAM (Grades 6-8)**

At Reed-Custer Middle School, students who possess a superior aptitude in the area of language arts receive all of their language arts instruction through the Honors English Program. Advance math instruction is also available in grades seven and eight.

A matrix evaluation system is used to select the top 25 students at each grade level for participation in the Honors English Program.

The following criteria is used in the selection process:

- Writing Assessment
- Reading Achievement Score

- IQ Score
- Overall Grade Point Average
- Teacher Observation Checklist

Students may be nominated for evaluation by teachers, counselors, principals or parents. The screening process for new students takes place each spring, and parents are notified of the test results. Qualifying students must have parental permission to participate in the Honors English Program.

### CHALLENGES TO INSTRUCTIONAL MATERIALS

Any parent or legal guardian of a student in the district may raise objections to instructional material used in the District's instructional programs. The procedures for raising objections are as follows:

1. Concerns should first be directed to the classroom teacher or librarian to try to resolve the issues informally.
2. In the event the person making the objection is not satisfied, he/she should be referred to the Building Principals.
3. The Building Principal will review the materials in questions and meet with the complainant at a mutually agreeable time.
4. Upon meeting with the Building Principal the complainant shall have the opportunity to fill out a Reconsideration Request Form. All formal objections to instructional materials must be made on this form.
5. The Reconsideration Request Form shall be signed by the complainant and filed with the Assistant Superintendent or Curriculum and Instruction.
6. Within five business days of the request the Assistant Superintendent shall review the request and file the materials in questions with the Reconsideration Committee for re-evaluation.
7. The Reconsideration Committee shall then file a report to the District Superintendent.
8. The Superintendent shall inform the complainant of the committee's decision.
9. If the complainant is not satisfied with the decision of the Reconsideration Committee the complainant may request the Superintendent place the matter before the School Board.
10. Any person not satisfied with the School Board's decision may make an appeal to the Regional Superintendent's Office in Joliet.

### SURVEY PROTECTION RIGHTS

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any **federally** funded survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. §1232h (political affiliation, sexual behavior) without prior written consent of parents (or consent of student if age 18 or emancipated).

### TRANSPORTATION

The primary use made of the transportation facilities is to transport students to and from school. The Transportation Director shall develop transportation routes upon the directive of the Board of Education.

In establishing bus stops, riders may be asked to walk up to one and one-half miles to reach a bus stop. Buses will operate only on city streets, township, county or state roads. No buses will operate on private lanes or driveways.

### TRANSPORTATION EXEMPTIONS

Reed-Custer has transportation exemption forms available in each school office if a parent chooses to fill one out. In order to be approved for a transportation exemption the following guidelines must be met:

1. Desired pick-up and drop-off location(s) must be consistent for the entire school year. A child may be picked-up at one location and dropped-off at another site but this must be constant. If a change were to occur on any given day, the parent would be responsible for transportation.
2. There must be adequate capacity on the bus if a request would require a child to ride a different bus route.

Parents should check with the building office for additional information.

### SCHOOL BUS RULES

1. **BUS STOPS:** Bus stops are established by the Central Administration to ensure student safety and the efficient use of the buses.
2. **OBEDIENCE TO THE DRIVER:** The driver is responsible for the safety of the passengers in the bus as well as for the safe operation of the vehicle. The driver shall be in full charge at all times. The first responsibility of the passengers shall be to obey the directions of the driver promptly and willingly. Driver and Principal can assign seats if necessary.

3. **ARRIVAL AT BUS STOPS:** When approaching school bus stops, all pupils shall walk on the left side of the road, facing approaching traffic. Pupils should leave their homes early enough to reach the school bus loading zone without undue haste. Students are to arrive five minutes before pick-up times.
4. **BOARDING THE BUS:** When the bus arrives at the loading zone, pupils should board it without delay, also without crowding or pushing. Upon boarding the bus, pupils shall take seats promptly. Pupils shall remain seated throughout the journey until the bus has reached its destination and comes to a complete stop.
5. **ARRIVAL AT SCHOOL:** Once students arrive at school they may not leave school grounds without permission of the Principal.
6. **CROSSING THE HIGHWAY:** Pupils required to cross highways enroute to or from school bus loading locations probably face the greatest single hazard confronting school bus passenger. Pupils who have to cross highways and who are unloading from school buses are directed to stop around the front of it until the driver signals that it is safe to cross the highway. Pupils shall be directed to walk, not run, directly across the highway on a signal. This procedure is unique to travel on school buses. In no other traffic situation involving buses and their passengers is it considered desirable by law enforcement and safety experts for passengers to cross in front of a vehicle from which they have alighted, though pupils are required to observe whether or not approaching cars are coming to a stop, etc.
7. **CONDUCT OF BUS RIDERS:** Students who ride the school bus must abide by the rules set by the school.
8. **PROCEDURES FOR PICKING UP STUDENTS**
  1. When picking up students for school the drivers are to stop for all students at designated stops unless otherwise informed. If a student is not at the stop, the driver should honk before continuing the route. It is also expected that the bus will not leave the bus stop earlier than 5 minutes ahead of the regularly scheduled departure time. If the bus is not more than 5 minutes early and if the driver stopped and honked, the bus driver will not go back and pick up a student who has missed his or her bus.
  2. Parents are expected to either be at home when their children arrive home from school or make arrangements as to where the child is to be dropped off. The bus driver will either drop a child off at the regular bus stop or at a bus stop previously arranged by the parent and agreed upon by the appropriate school office.
  3. Parents of young special education and pre-school students are also expected to notify the school if a change is made in the regular drop-off procedure for their child. A bus driver will not drop-off a young special education or pre-school child if an adult is not where the child is to be dropped off. If parental contact cannot be made prior to the driver's completion of the bus run, the student will be returned to the appropriate Reed-Custer school depending on the child's grade and where the child lives.
9. **WHILE WAITING FOR THE BUS AND BOARDING THE BUS**
  1. Be on time at the designated stop; keep the bus on schedule. Bus drivers are instructed not to wait for students.
  2. Stay off the road at all times while waiting for the bus.
  3. Wait until the bus comes to a complete stop before attempting to enter the bus.
  4. Be careful in approaching the place where the bus stops.
  5. Do not move toward the bus until it comes to a complete stop and the doors are open.
  6. Do not ask the driver to stop at places other than regular bus stops.
  7. Good rules of behavior are to be followed while going to, coming from, and waiting for the bus.
10. **WHILE ON THE BUS**
  1. Keep hands and head inside the bus at all times.
  2. Do not eat or drink on the bus.
  3. Refrain from loud talking and laughing or unnecessary confusion which could distract the driver.
  4. Be absolutely quiet when approaching a railroad crossing stop.
  5. Never tamper with the bus or any of its equipment.
  6. Leave no books, lunches or other articles on the bus.
  7. Keep books, packages, coats and all other articles out of the aisles.
  8. Do not throw anything out of the bus windows.
  9. Stay in the seat at all times.
  10. Ride in the assigned bus only.
  11. Be courteous to fellow pupils and the bus driver. Remember, the bus driver is acting in the role of a classroom teacher and should be respected accordingly.
  12. Driver or Principal can assign seats if necessary.

13. Cell phones, pagers or beepers may only be used on school buses with the permission of the bus driver or in case of an emergency.

**11. WHEN LEAVING THE BUS**

1. At the discharge point if it is necessary to cross the highway, wait for permission from the bus driver before crossing.
2. After leaving the bus, help look after the safety and comfort of smaller children.
3. Immediately report to the driver any damage to the bus.

**12. MISCONDUCT**

Bus transportation is considered a privilege, and in case of misconduct, the driver will file a disciplinary report with the Principal, and proper disciplinary action will be taken, which may include the student being suspended from the bus.

**13. DISCIPLINE PROCEDURES**

- Level I Warning Report (may be suspended from the bus for one day).
- Level 2 Suspension from the bus 1-3 days.
- Level 3 Suspension from the bus 4-10 days.
- Level 4 Suspension from the bus 6-10 days.
- Level 5 Suspended for 10 days and recommended to the School Board to suspend for the rest of the school year.

**Consequences accumulate over the entire school year.**

Parents wishing to appeal a suspension should first direct the appeal to the Director of Transportation, then Superintendent of Schools and then to the Reed-Custer Board of Education if necessary.

Students attending out of district classes and SOWIC programs will follow the discipline plans of the receiving schools as well as SOWIC guidelines for discipline.

**14. BUS VANDALISM**

Vandalism to a District 255U school bus is to be considered a violation of school policy and a criminal offense. A student or the student's parents or guardians shall be required to pay for the repair of any damages resulting from vandalism. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

**15. EXTRA-CURRICULAR ACTIVITIES**

Only school approved transportation vehicles may be used to transport students participating in school-sponsored extra-curricular activities. Express written approval of the administration of the School District must be obtained prior to transporting any student in vehicles other than the established transportation facilities maintained by the School District. Additionally, the following shall apply in such instances:

1. All students transported to extra-curricular events must ride back to their home school in the vehicle which took them to the event.
2. The parent or legal guardian of a student who wishes to make other arrangements must have the proper form signed and approved by the Building Principal prior to the departure of the bus for the event. Only parents or legal guardians may take a child home.
3. Emergency situations, involving the need to take students home after an extra-curricular event, will be handled by the parent or legal guardian and the Building Principal or his/her designee at the event and proper notification will be given to the supervisory employee.
4. A charge not to exceed the actual cost may be made for the transportation of observers or fans to extra-curricular activities.
5. In case a parent comes to an event and requests to take the student home, but has not made prior arrangements, the teacher in charge of the event will have the proper form to be completed by the parent. Proper identification may be necessary for verification purposes.

**CO-CURRICULAR ACTIVITIES**

Students must pay the co-curricular fee to participate in co-curricular activities. Students will not be allowed to participate in co-curricular activities (practices included) until the fee is paid.

**HAZING**

When any student, on or off campus, who is subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying or demeaning activity by an individual student or group of students, it will be deemed hazing. Any violation is subject to suspension or recommendation for expulsion.

**SERIOUS INJURY OR ILLNESS**

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. After

identification of injury or illness, the following procedures are to be used as general guidelines only:

1. The teacher will immediately contact the Building Principal.
2. The Building Principal will immediately attempt to contact the parent or legal guardian.
3. The Building Principal or teacher will obtain the assistance of the school nurse if available.
4. The nurse, Building Principal, or secretary will determine the seriousness of the injury.
5. Based on the determination of the Building Principal, nurse, secretary, or parent, the injured child may be taken to the hospital. Depending on the seriousness of the injury, one of the following procedures may be used to transport the injured to the hospital.
  - A. Parents: The parent will come to the school and transport the child in his/her car.
  - B. Ambulance Service: The Building Principal, nurse, secretary, or parent will obtain the services of the ambulance.
6. In case of serious injury, the Building Principal, nurse, secretary, or parent will call the office of the Superintendent and notify him of the type of injury, seriousness, and status of the situation.
7. An accident report form shall be filled out for ALL injuries and forwarded to the office of the Building Principal within three days of the injury.

### **MINOR INJURY OR ILLNESS**

If a student reports to the Principal's office and requests to go home due to minor illness, the following procedures will be employed:

1. If approved by Principal the secretary will call the student's parent, guardian, or such person designated by the parent or guardian to give such permission for the student to go home.
2. If approved by the parent or guardian, the student will be permitted to sign out and go home, or sign out and wait to be picked up by the parent or guardian.
3. Students who go home due to minor illness are not being sent home by a school official and thus the attendance policy applies. The student must have an approved excuse for the periods missed to receive an excused absence. (See Attendance Policy)

### **STUDENT RECORDS**

All schools in Reed-Custer Unit District 255U will maintain records on every pupil in attendance. These student records are defined as: official records, disciplinary records, files and data directly related to students, including all material that is incorporated into each student's cumulative record folder and intended for school use.

The building principal is designated as the official records officer, except at the high school and middle school where the official records officer is the Guidance Counselor, and all inquiries concerning records should be directed to him or her. A parent's or student's request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian. Parents may view the cumulative records by filling out a request form in the building office.

The following information **MAY** be published in school publications during the school year.

1. Name and Address
2. Telephone Listing
3. Date and Place of Birth
4. Participation in School Sponsored Activities
5. Height, Weight and Position of Members of Athletic Teams
6. Period of Attendance in School
7. Degrees and Awards Received
8. Previous Schools Attended

### **PERMANENT AND TEMPORARY RECORDS**

Student permanent records shall be maintained for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

No school shall maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school, and in no case longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school. Notwithstanding the foregoing, a school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

The principal of each school or his or her designate shall periodically review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary or irrelevant information.

Before any school student record is destroyed or information deleted therefrom, the parent shall

be given reasonable prior notice in accordance with regulations adopted by the State Board and an opportunity to copy the record and information proposed to be destroyed or deleted.

### **ACCESS AND RELEASE OF RECORDS**

All school records pertaining to students are confidential. School officials may not divulge, in any form, to any person, any data contained in a student's records except under the following circumstances:

- A. Upon the submission of a written request to the Principal or Guidance Counselor, a parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record.

Whenever access is granted, at the option of either the parent or the school, a qualified professional (psychologist, counselor or other advisor) who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student records.

All rights and privileges accorded to the parent shall become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service.

- B. To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current demonstrable educational interest in the student and provided the records are in furtherance of this interest.
- C. To persons authorized or required by state or federal law to gain such access. (Such persons must provide appropriate identification and a copy of the statute authorizing such access. Parents must be informed prior to the release and be given an opportunity to inspect, copy, and/or challenge such information.)
- D. To the records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such information.
- E. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order as to the nature of the information requested and an opportunity to inspect, copy, and challenge such information.
- F. To any person for the purpose of research, or statistical reporting or planning provided that such person has permission of the State Board of Education or authorized officer of such Board, and no student or parent can be identified from the information released.
- G. Subject to the regulations of the State Board, to appropriate persons if knowledge of such information is necessary to protect the health and safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency or organization receiving the information, and the purpose of the release.
- H. Any release of information other than specified in "A" through "G" above requires the prior, specific, dated, written consent of the parent and/or student, if applicable, designating the person to whom such records may be released, the reason for the release and the specific records to be released. Parents shall understand that they have the right at such time to inspect and copy such records, to challenge the contents of such records, and to limit any such consent to designated records or portions of information within the records.

A record of any release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of the school's student records and shall be available only to the parent and the official records custodian. Each record of release shall also include:

1. The nature of the information released.
  2. The name and signature of the official records custodian releasing such information.
  3. The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request.
  4. The date of the release.
  5. A copy of any consent of such release.
- I. Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interest. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff.

### **CHALLENGE PROCEDURES**

Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of their child.

Such challenge procedures shall provide for a hearing at which each party shall have:

- (1) The right to present evidence and to call witnesses;

- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;
- (5) The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

A final decision under the procedures previously established may be appealed to the Circuit Court of the County in which the school is located.

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

#### **COST OF RELEASING OR REPRODUCING RECORDS**

The District may charge the parent/student with cost of reproducing and releasing records, except that no parent or student shall be denied a copy of school student record for inability to bear the cost of such copying. This fee may not exceed a maximum of 15 cents per page for each copy.

#### **REMOVAL OF MATERIAL**

When a student completes the 8th grade, the Principal will examine the student's record and remove all material that is not relevant to high school. Upon graduation from the 12th grade, the Principal will remove from a student's file all material except the cumulative record and health reports.

Students and/or parents have the right to examine the contents of the file and challenge any entry, exclusive of grades, and have copies made of the material kept in the student's file.

#### **STUDENT RECORDS UPON ADMISSION**

A student may not be refused enrollment because of that student's failure to present his or her student permanent or temporary record from a school previously attended.

When a new student applies for admission and does not present his or her last school student record, we will notify the school or school district last attended by such student, requesting that the student's school records be copied and sent to us and that such request shall be honored within 15 days prescribed by the Illinois School Code Chapter 122, Section 50.

#### **STUDENT ASSIGNMENT TO A CLASS/TEACHER**

Placement in a classroom with a teacher is at the discretion of the Principal.

#### **ATTENDANCE POLICIES**

Attendance and academic performance are closely related. All students are expected to attend school regularly and be on time for classes in order to benefit more fully from the instructional program. The school attendance policies are designed to develop student punctuality, self-discipline, and responsibility. The WILCO Vocational Center is an extension of the High School and all attendance policies apply.

Specific attendance regulations for each building are available in the color-coded sections of the handbook.

#### **COMPULSORY ATTENDANCE**

##### **Section 26.1 of the School Code of the State of Illinois states:**

Whoever has custody or control of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time school is in session during the regular school term.

##### **Section 26.2 of the School Code of the State of Illinois states:**

Any person having custody or control of a child who is below the age of seven years or above the age of sixteen years and who is enrolled in any grade one through twelve in the public school shall cause him to attend the public school in the district wherein he or she resides when it is in session during the regular school term.

Children that have not attended Kindergarten will be placed in the appropriate grade level as determined by the administration.

#### **PRE-ARRANGED ABSENCES**

Students who must be absent from school for an extended period of time must receive permission from the Principal and make arrangements with their teachers to satisfy their course requirements. Such arrangements should be made one week in advance if possible. Emergency situations will be given consideration.

## ATTENDANCE INFORMATION AND COMMUNICATION

Students with excessive absences or tardies will be sent to the Principal to discuss the situation to determine if a problem is evident. Parents will be contacted to notify them of the situation.

If further attendance problems develop, parents will be required to attend a meeting with the Principal and/or teacher to resolve the problem.

Just one visit to any classroom in our district will impress the visitor with the number and range of activities in progress. The student who is absent, for whatever reason, misses these activities and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. We expect punctuality and regular attendance.

The Illinois State Board of Education's legal department has interpreted Section 26-3A of the School Code to be: That a student must remain in school for the entire year if he or she turns 16 while school is in session. Hence, students may not drop out of school on their 16th birthday.

### ATTENDANCE PROCEDURE

A. When a child will be absent from school, parents/guardians should call before or within one hour the the attendance center start time.

High School	458-2166	call before 8:55 a.m.
Middle School	458-2868	call before 8:55 a.m.
Intermediate School	458-2145	call before 9:45 a.m.
Primary School	458-6340	call before 9:45 a.m.

If no phone call is received within an hour of the attendance center's start time, the attendance center must then call the child's home or the parent's/guardian's place of employment to find out why the child is not in school. If the school cannot make phone contact with the parent/guardian, the absence will be considered unexcused. The parent/guardian then has 24 hours to contact the attendance center to explain the absence.

Parents/guardians may call the High school Homework Hotline at anytime to find out what classroom work needs to be made up due to absence.

### NOTE: PLEASE MAKE PHONE CONTACT SINCE THE OFFICE MUST VERIFY ANY WRITTEN NOTES BY PHONE ANYWAY.

B. When the child returns to school he/she will not longer need to report to the office. The phone contact has already made the school aware of the reason for the absence. Teachers will consider all absences excused unless the student's name appears under the unexcused absence column on the daily attendance sheet.

C. If your child must leave school early, or arrive late, due to a medical or dental appointment, please notify the attendance center by phone. This would be the same for any excused partial absence during the day. Try to schedule all appointments that must take place on a school day during study hall, lunch, or P.E. and be sure that a full school day is not wasted as a result of the appointment.

D. Permission for a prearranged absence should be secured in the office at least three days in advance of the absence. Prearranged absences could include the following:

1. Family vacations
  2. Required court appearances
  3. \*College visitation
  4. Business interview
  5. Religious holiday or retreat
  6. Participation in authorized school sponsored activities (musical contest, field trip)
- \* Maximum of two days with college verification. Special circumstances must have permission from the principal.

### EXCUSED ABSENCES

An excused absence from school allows the student to receive full credit for the missed work. The student has the number of days he/she was absent to make-up his/her work and tests. (Example: If the students is absent two days, he/she would have two school days to make up his/her works) Failure to do so may result in loss of academic credit. The following circumstances will lead to an excused absence for the student:

1. Personal illness or injury
2. Medical and dental appointments
3. Serious illness or death in the family

4. Court dates are excused absences if the student has a note from a probation officer or traffic judge saying he/she was required to appear in court.

**NOTE:** Students who miss an excessive number of days may risk losing academic credit for the classes missed, regardless of whether their absences are excused or unexcused. Sufficient warning will be given to both the student and his/her parents/guardians before this occurs.

### **UNEXCUSED ABSENCES**

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of a ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. No phone contact with parent

For all unexcused absences, the student may (upon the discretion of the administrator) receive ZERO credit for any work or tests they miss.

After five absences, a student may be required to have a medical note from a doctor in order for the absence to be excused. If no medical excuse is brought to the office, the absence will be unexcused.

**NOTE:** Anytime a medical (doctor's) note is provided, that absence will not count against the student in determining their five days.

The following procedure will be implemented for students who have excessive absenteeism:

- |                      |  |
|----------------------|--|
| 4 absences:          | Warning letter to parents  |
| 7 absences:          | Conference with student, assistant principal, counselor (at middle school and high school level)   |
| 9 absences:          | Parent conference with administration  |
| 12 absences or more: | Case may be referred to the Tri-County Truancy Alternative Program, and/or the Regional Superintendent's office for further action. High School student(s)/parent(s)/guardian(s) may be required to hold a conference with the Superintendent. Recommend dropping student from school roster if appropriate. |

**NOTE:** All student absences are cumulative during the school year.

Tardy policies are determined by each building)

### **CONCLUSION**

As was stated earlier, there is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

**WE EXPECT STUDENTS TO BE IN SCHOOL EVERYDAY. THERE ARE NO GIVEN DAYS WHERE IT IS OKAY FOR STUDENTS TO MISS SCHOOL. NO MAGIC NUMBER THAT THEY CAN ACCUMULATE BEFORE THEY BEGIN TO WORRY. THEIR PLACE IS TO BE IN SCHOOL**

### **HEALTH REQUIREMENTS**

The Illinois State School Code requires every child prior to, or upon entering kindergarten or first grade, fifth grade and ninth grade, and every pupil first entering a public, private or parochial school in this state, to have a physical examination and history of immunizations. Additional health examinations of the pupils may be required when deemed necessary by the school authorities. The Board of Education requires a dental examination consistent with the regulations for physicals and immunizations.

Parents are reminded of the necessity to inform the school of any special health problem such as diabetes, epilepsy, allergies, etc., so that the school is able to carry out efficiently any needed procedure relevant to a problem.

Parents should also inform the school by written note of any medicine a child must take during the school day. All medication is to be checked into the Principal's office. The office will only supervise the self-administration of prescription medicines as directed by the instructions on the medicine container.

The school nurse is delegated to see that health records are up-to-date, to make home visits, to hold conferences, etc. Vision and hearing tests will be conducted in selected grades.

Physical and dental examination forms should be on file in the school office on the first day of school. Please make arrangements to comply with these requirements during summer vacation, as

your child may not participate in physical education classes or athletics until these are on file. Failure to satisfy this requirement will result in your child being removed from school until the requirement is met. If you desire information on free clinics, please call the school nurse at 458-2145.

### **VISION AND HEARING REQUIREMENTS**

The Illinois Department of Public Health conducts vision and hearing screenings as required by law. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

The vision and hearing screening is not a substitute for a complete vision or hearing examination provided by your doctor. If you do not want your child screened, or your child is under a doctor's care regarding vision and hearing, contact the school.

### **MEDICATION**

It is important for the school district to have knowledge of a medication needed for any student during the school day. In order to insure the safety of each child, the Principal, nurse and faculty of the respective buildings must have information on the type of medication, dosage, and frequency of need. The nurse will provide the necessary medical information to the Principal and staff.

All medication is to be presented to the nurse's office of that respective building along with a signed note from the physician and parent with instructions as to how and when the medication is to be dispensed. All prescriptions are to be in the original prescription container with the student's name written on the outside of the container.

Medication may be administered to a student by injection **only** when the student is diagnosed with a predetermined cause ie: diabetic needing insulin or a life endangering situation. The parent/guardian **must** have on file in the student's medical file a written and signed permission statement authorizing the injection, along with a signed and dated written order from the student's physician.

### **STUDENT BLOOD INCIDENTS AFFECTING DISTRICT EMPLOYEES AT SCHOOL**

The Illinois Department of Labor adopted the federal Occupational Safety and Health Administration (OSHA) regulations on bloodborne pathogens in January, 1993. Students who are involved in a blood incident (exposing a student's blood to any school district employee in which a student's blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) will be requested to have their blood tested for bloodborne pathogens (human immunodeficiency virus-HIV and hepatitis B virus-HBV) at the expense of the school district. Parents or guardians will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply only to students who have blood incidents with school district employees. The OSHA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the Superintendent.

### **CHANGE OF ADDRESS AND TELEPHONE**

It is extremely important that the school maintain proper records at all times. Please report any change of address, telephone number, or family situation to the school secretary, counselor, or Principal.

### **"GOOD NIGHT RULE"**

All students should be familiar with the "good night rule." Once a student comes to an activity sponsored by the School (athletic event, dance, etc.), he or she is to stay at the event. Students who leave the building or event will not be re-admitted.

### **TITLE IX , SECTION 504 AND HOMELESS STUDENTS COORDINATOR**

Reed-Custer Unit District 255U will not discriminate in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 and the State of Illinois statutes on homeless students.

If any student or person believes that the school has inadequately applied the regulations of Title IX, Section 504 and homeless or is in some way discriminated against on the basis of gender, he or she should contact the coordinator at the following address:

Lori Totten, Coordinator for Title IX, Section 504 and Homeless  
Reed-Custer Unit District 255U  
255 Comet Drive  
Braidwood, Illinois  
Phone 815/458-2307, Ext. 224

**STUDENT RIGHTS PROCEDURE**  
**FOR TITLE IX AND 504 GRIEVANCE**

**EXPLANATION**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternative such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanation, due process and directions are available for inspection in the office of the Superintendent and Building Principals.

**STEP 1**

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

**STEP 2**

If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

**STEP 3**

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to Lori Totten, Title IX and Section 504 Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

**STEP 4**

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

**STEP 5**

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

**RESIDENCE IN THE DISTRICT**

In order to be enrolled in the Reed-Custer Schools, a student under the age of eighteen (18) must have his or her parents or legal guardian residing in the district. Proof of Residency Forms must be completed.

The Board of Education shall determine, on an individual basis, any exceptions to the residency policy.

Students who transfer to District 255U are subject to all requirements of the Illinois School Code and Board of Education.

Children who transfer from non-public schools or from schools outside District 255U will be placed in appropriate grade level as determined by the administration.

**DISTRICT ADMISSION AND PASS POLICIES**

All Senior Citizens who are 55 years of age and a resident of Reed-Custer School District may acquire a free pass to all district events.

All students with proper identification and adults will be charged admission to all district events. Reed-Custer students and residents may purchase an all district all event pass. All passes mentioned above do not apply to "tournaments" or "away games".

All passes may be acquired at either the Reed-Custer Middle School Office or Reed-Custer High School Office.

## **STUDENT INSURANCE**

Student insurance coverage is an option available at the expense of the parent or guardian. The policy is available in three forms. One offers the student 24 hour accident coverage for one year; the second provides school time accident coverage; and the third provides 24 hour dental coverage.

Reed-Custer School District 255U is not an insurance agent; therefore, all claims on school insurance should be directed to the agency. Appropriate forms are available at each Principal's office.

## **SNOW DAYS AND EMERGENCIES**

All Illinois Schools are required to be in session for a minimum of 176 days. Our school calendar has included provisions for five (5) snow or emergency days.

Parents will be notified as soon as possible regarding the closing of school due to weather conditions or other emergencies. This notification will be made by the local radio and TV. stations. The local stations contacted are:

Radio Stations: WDND (105.5) Braidwood; WCSJ (95.7) Morris; WJOL (1340) Joliet; WJTW (93.5 FM) Joliet; WVLI (95.1FM) Bourbonnais; WKAN/WLRT (1320 AM) Kankakee, WCSJ (1550) WJDK, Morris; WONU 89.7 Olivet, Kankakee; WMAQ (670 Radio) Chicago, WGN (720 Radio) Chicago.

Television Stations: WLS (channel 7), Chicago.

Do not telephone the school or school personnel! You may tie up phones which are needed for emergency communications.

Sometimes bad weather, lack of utilities, or other unforeseen emergencies occur, which cause the early closing of school. We will attempt to notify parents of this closing as soon as possible by means of radio, telephone, and the information telephone.

## **VISITOR POLICY**

As required by the School Code of Illinois, all visitors must report directly to the Principal's office to obtain a visitor's badge. Visitors who do not comply with this regulation may be prosecuted for trespassing.

Parents are encouraged to be actively involved in their child's education. The administration and teachers welcome parents to visit the buildings and classes. Appointments for such visits are a courtesy to the staff and will result in less disruption to the educational program.

Students not enrolled at Reed-Custer will not be permitted to visit classrooms while school is in session. Other educational visits will be permitted at the discretion of the Building Principal.

## **SOWIC**

The Reed-Custer School District is a member of SOWIC - Southern Will County Cooperative for Special Education. The district provides a Free Appropriate Public Education for all children with disabilities who are between the ages of three and twenty-one who have not yet graduated from high school. Each building within the district has a procedure in place for locating, identifying and evaluating children who might need special education and related services.

At each district school, a Consultation Team composed of the school principal, special education teachers, guidance counselors or classroom teachers and school psychologist meet at least monthly to review referrals for special education. Based on the team's conclusions a student may be recommended for further evaluations or interventions may be suggested to meet the student's needs within regular education. Referrals can be made to the team through the teachers, administrators, student-assistance teams or parents.

Parent referrals or concerns should be directed to the student's principal, guidance counselor or teacher.

Special Education and At-Risk preschool programs are available for district students at age three. For further information please call either Reed-Custer Intermediate School or Reed-Custer Primary School.

We have had a very fine spirit of cooperation between parents and the schools with these programs. It is our hope that this cooperation will continue because the teachers are working in the best interest of a child when they do recognize a learning difficulty. Many times these learning difficulties can be eliminated partially or wholly by the help of special programs fitted to the needs of a child.

## **FOOD SERVICE**

The Reed-Custer School District has a lunch program in each school building. The school district is in the National Lunch and Illinois Free Lunch Programs therefore, parents/guardians may apply for free and reduced lunches for their students any time during the school year. Applications MUST be renewed at the start of every school year. Applications are available in the principal's office or from any food service manager. Only one application is needed per household. About

80% of the students in the district eat a school lunch daily. Reed-Custer is one of the few school districts in the State of Illinois that offers choices of menu items in ALL grades and that has extra items as part of the school lunch.

**OFFER VERSUS SERVE:** Reed-Custer participates in the Federal Program-Offer Versus Serve, which means a student is not forced to take all components of a school lunch offered. Students are REQUIRED to take ONLY 3 out of the 5 components of a school lunch daily. The 5 components of a school lunch are : (1) a protein item (2) a bread item, (3) a milk, (4) a fruit, and (5) a vegetable. If the extra item falls into one of the above categories, it may be counted as an item. Students are served their choice of a main item and hot items. They are handed their lunch tray, and then allowed to serve themselves to the choices of cold items. Students are recommended to take only what they can eat. Leftovers are not allowed to be taken home.

The only ala carte items available at the elementary schools are the extra items offered for school lunch. Reed-Custer High School and Reed-Custer Middle School have additional ala carte items daily. Only one "school lunch" is allowed per student per day. If any "second helpings" are taken, students are required to pay an ala carte price.

**Reed-Custer school lunch consists of:**

1. A choice of one of the main items listed daily on the menu. Peanut butter and jelly sandwiches are available daily. A bread item is included in the main item. (Noodles, pizza crust, rice, and taco shells are in the bread group.)
2. A choice of one carton of 2% white, whole white, skim white or 1% chocolate milk.
- 3&4. A choice of two servings from the following items offered daily: fresh fruit (limit of one fresh fruit per lunch), fresh vegetables, canned fruit, and canned or frozen vegetables (limit of one order of French fries per lunch).
5. An extra item. It could be the "extra item" listed at the bottom of the menu daily, or it could be the student's choice of an extra fruit or vegetable.

Substitutions may be necessary.

If the Food Service Manager receives a written recommendation and diet from a doctor, the food service staff will try to accommodate substitutions for any students on a special diet.

Food Service employees collect lunch money on the first serving day of the week. Payment should be made then. We would suggest a minimum of two weeks worth of lunches.

If a student is absent, lunch money should be brought to the food service manager's office on the next day the student is in attendance.

Please direct any questions to the food service program at the school:

Reed-Custer High School:	458-2166
Reed-Custer Middle School :	458-4114
Reed-Custer Intermediate School :	458-4142
Reed-Custer Primary School :	458-6340

**REGISTRATION FEES/BOOK RENTAL**

High School	\$70
Middle School	50
Elementary	45
Kindergarten/Early Childhood/Pre-School	\$35
District Athletic Participation- <u>Grades 6-8</u>	\$25
District Athletic Participation - <u>Grades 9-12</u>	\$50
Driver's Education	\$50
High School Parking Sticker	\$25

**REPLACEMENT COSTS FOR LOST OR EXCESSIVELY DAMAGED TEXTBOOKS**

The first year of adoption the student will pay full price of a new textbook.

During years 2 thru 6 cost of a reconditioned textbook will be charged.

And the last year of use for a book the student will pay 20% of the cost for a reconditioned book. Parents are responsible for reimbursing the school district for lost, damaged or unreturned school property; this includes sports equipment/uniforms, band equipment/uniforms, library property, calculators, computers, etc.

**POSTERS/BULLETIN BOARDS**

Only signs related to school activities shall be posted throughout the building. Outside groups desiring to post items of student interest in the building must have the approval of the Principal. Signs of any type are NOT to be attached to the walls, doors, windows, or trophy cases at any time, without prior approval of the Principal.

**SMOKE FREE BUILDINGS**

All of the Reed-Custer School buildings and grounds have been designated smoke free. No smoking will be permitted on school grounds as designated by state law.

### **SEARCH OF VEHICLES ON SCHOOL PROPERTY**

All drivers of vehicles by entering on school property consent to the search of their entire vehicle and its contents with or without cause by school officials or police officers.

### **CANINE UNIT SEARCHES**

A law enforcement Canine Unit will periodically make unannounced visits to Reed-Custer High School and Middle School to search for illegal drugs.

Before the search begins, an announcement is made informing teachers that all students must remain in their classrooms. There is absolutely no traffic allowed in the hallway while the search is being conducted.

The Canine Unit will conduct a search of every hallway, every locker, the P.E. locker rooms and as many individual classrooms as time will allow. The search will continue outside, including all vehicles in the student parking lot as well as all vehicles in the faculty parking lot. The law enforcement agents will be accompanied on their search by a school administrator or teacher and when possible a student council member who will act as witnesses and ensure that no personal property is damaged.

If the dog indicates by barking or growling at a car/locker being searched that he has received the scent of illegal drugs, the car/locker is then searched again by a second dog. If the second dog also receives the scent the car or locker is searched. The parents/guardians of the student are notified immediately of the incident.

If an illegal substance is not found, the local police department and the parents are informed

**REMINDER: All District and Building Rules and Policies are in effect during all school functions.**

### **SCHOOL DISTRICT BUDGET**

The Reed-Custer School District budget may be viewed on the District website at:

<http://www.rc255.will.k12.il.us/budget/budget.htm>

Copies of the budget are also available for public inspection at the Administration Center, 255 Comet Drive, Braidwood.