



**District Parent/Student  
Handbook**

**2011 – 2012**

## **Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct) which may be subject to change based upon administrative or Board of Education action.

## **Board Policies**

Current board policies are available on the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)). See the **Board of Education** tab on the homepage and select **Board Policy Manual** from the drop-down choices.

# Table of Contents

Absences and Excuses.....	4
Asbestos Management Plan.....	4
Attendance Hours.....	4
Birth Certificates.....	4
Board Policy.....	4
Child Abuse.....	4
Contacting Teachers During School Hours.....	5
Crisis Plan.....	5
District Hours.....	5
Early Dismissals.....	5
Emergency Notification System (SchoolReach).....	5
Fees – Textbook Rental.....	6
Fees – Waivers.....	6
Field Trips.....	6
Food Allergy Plan.....	6
Freedom of Information.....	7
Harassment of Students Prohibited.....	7
Head Lice.....	7
Insurance.....	7
Lunch Programs.....	7
Medical Protocol Guidelines .....	8
Medical – Student Illness Guidelines.....	8
Medication Policy .....	9
Non-custodial Parent Rights.....	9
Parent/Student Handbook.....	9
Parent/Teacher Conferences.....	9
Parental Involvement Opportunities.....	9
Pesticide Application Registry Notice.....	10
Physicals, Dental & Eye Exams and Immunizations.....	10
Privacy Act.....	10
Progress Reports.....	10
Restrictions on Publications & Written or Electronic Material.....	11
Rights of Homeless Students.....	11
Sex Offender Registration Act.....	12
Sexual Harassment Policy.....	12
Special Education.....	12
Special Education – Behavioral Interventions.....	12
Special Education – Parent Rights.....	12
Special Education – Section 504.....	13
Student Discipline.....	13
Student Discipline – Acts of Misconduct.....	15
Student Discipline – School Disciplinary Actions/Procedures.....	17
Student Records.....	18
Student Records – Access To.....	18
Substance Abuse.....	20
Technology – Acceptable Use Of.....	20
Title 1 – Parents’ Right to Know.....	22
Transportation – Bus.....	22
Video Taping/Photographing Students.....	22
Visitors.....	22
Volunteers.....	22
Weather – Related School Closings.....	23

## **Absences and Excuses**

When a student is absent from school for the day, a parent (or guardian) is requested to call the school before 9:00 a.m. that morning. Absences for the following reasons are justifiable and, therefore, will be excused. For reasons 5, 6, and 7, absences should be prearranged if possible.

1. Illness of pupils.
2. Death of a relative or near friend.
3. Accident or emergency.
4. Absences for student competition and performances shall be prearranged and permitted at the discretion of the principal.
5. Religious holidays or other religious causes.
6. Trips on school business.
7. Medical and dental appointments that cannot be arranged for out-of-school hours.

While it is understood that in unusual circumstances, it may be necessary for students to be absent from school due to family travel, Mahomet-Seymour staff strongly discourage student absences for family vacations or travel. Teacher/student and student/student class interaction as well as in-class instruction is a very important part of the educational process that cannot be replicated outside of the classroom.

If a child is absent from school without validation from the parent/guardian, the school district will make a reasonable attempt to contact the parent/guardian by phone.

## **Asbestos Management Plan**

An inspection has been made of the Unit 3 school buildings for asbestos-containing material. Locations of this material have been identified and a plan to manage the asbestos condition has been developed to keep it in a good contained condition. This plan calls for the surveillance of the material by the asbestos responsible person as designated by the Board of Education every six months and for re-inspection at the end of three years. The plan is available for review at the Office of the Superintendent during school hours.

## **Attendance Hours**

M-S High School	8:20-3:12
M-S Jr. High (Sixth, Seventh, Eighth)	8:20-3:17
Lincoln Trail (Third, Fourth, Fifth)	8:25-3:10
Sangamon (First, Second, Third)	8:25-2:50
Middletown (PreK, Kindergarten)	8:20-11:00 and 12:20-2:50

## **Birth Certificates**

Parents who are registering their child for the first time in the District must present a certified birth certificate. This is the certificate on file with the county clerk in the county in which the child was born.

## **Board Policy**

For reference to Board Policy not covered here, please see the Board Policy Manual on the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)) and in the Office of the Superintendent. Policies are continually updated and revised, and the District welcomes input from parents and community members.

## **Child Abuse**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's welfare.

### **Contacting Teachers During School Hours**

Teachers in each building are available thirty minutes before and thirty minutes after student attendance hours. At other times, a message may be left with the school secretary.

### **Crisis Plan**

In collaboration with the Mahomet Police Department and other community officials, the District has developed a Crisis Plan to keep your child safe while at school. In the event of an emergency, please stay informed through various media sources and phone messages sent from the Emergency Notification System (SchoolReach). **PLEASE DO NOT CONTACT YOUR CHILD'S SCHOOL.** If you are asked to pick up your child, you will be required to show a photo I.D. in order for your child to be released.

### **District Hours**

Offices in all buildings are staffed from 7:30 a.m. to 4:00 p.m. In addition, the High School and Central Office are open until 4:30 p.m. There are limited summer office hours for the schools; please call to check their summer schedules. District Offices are open 7:30 a.m. – 2:30 p.m. over the summer. All buildings are closed during the Holiday and Spring Breaks.

### **Early Dismissal Days**

Early Dismissal days are a rearrangement of School Improvement days from previous years. ***On these days, students will be dismissed two hours earlier than regular, and are required to leave the building.*** For the 2011-2012 school year, the Early Dismissal days are:

September 21, 2011    October 19, 2011    November 16, 2011    December 9, 2011  
January 18, 2012    February 15, 2012    March 14, 2012    April 18, 2012  
May 16, 2012

### **Emergency Notification System (SchoolReach)**

To enhance communications between parents and the schools, Mahomet-Seymour Schools have instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or an unplanned event that causes early dismissal, school cancellation or an early dismissal. This service is provided by SchoolReach, which specializes in school-to-parent communications. Mahomet-Seymour Schools will continue to report school closings due to snow or weather on the listserv and local radio and TV stations. The SchoolReach system will be used as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the Superintendent or another school administrator. The service will deliver the message to both live-answer and answering machines. If the phone is not answered or the line is busy, the number will be automatically retried twice in 15-minute intervals after the initial call. The Caller ID will display 217/586-4995 which is the Superintendent's Office number for Mahomet-Seymour Schools.

All information and contact numbers are strictly secure and confidential and are only used for the purposes described. ***If you have changes to your student's contact information, please notify your student's building as soon as possible.***

## **Fees – Textbook Rental**

Parents will be required to pay the textbook rental fees at registration. Please make checks payable to CUSD #3.

Kindergarten	\$45.00
Grades 1-5	\$75.00
Grades 6-8	\$75.00
Grades 9-12	\$110.00

## **Fees – Waivers**

Parents who demonstrate an inability to pay rental fees will be allowed to complete a fee waiver form. Students will not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of textbook fees. However these students are not exempt from charges for loss of and damages to books, materials, supplies, and equipment.

Applications for textbook fee waivers are available from the building principal's office, at registration, or on the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)), and may be submitted by a parent/guardian of a student who has been assessed fees. The parent/guardian shall submit written evidence as required on the textbook waiver form to determine eligibility for a waiver. A separate application form **is not** required for each student in a family.

A student shall be eligible for a fee waiver when at least one of the following prerequisites is met:

1. The student is currently approved for free or reduced meals pursuant to Ill. Rev. Stat. ch. 122, para.712.1 et seq.
2. The student is a ward of the court or of the Department of Children and Family Services (DCFS).

The Director of Business Services shall determine the student's eligibility for a textbook fee waiver based on the school district's prerequisites for waiver. If the waiver application is filed before September 30, parents/guardians shall be notified by October 10, of the acceptance or denial of their child's waiver of textbook fee application. If the waiver application is filed after September 30, parents/guardians shall be notified within ten (10) days of the acceptance or denial of their application. If an application is rejected, a reason will be stated. Parents may appeal the decision. Applications may be filed at any time during the year although textbook waivers are pro-rated after September 30. Families must apply for textbook fee waivers **each** school year.

## **Field Trips**

A field trip in Mahomet-Seymour CUSD #3 Schools is a school project involving a student group accompanied by a teacher engaging in an educational study. Field trips are carefully planned and coordinated with classroom instruction and are evaluated after the trip has been taken. The classroom teacher and volunteer parents supervise them. Written permission for each student to attend is required.

## **Food Allergy Plan**

All food services (i.e., hot lunch) in the Mahomet-Seymour School District will be "nut free." Peanut butter sandwiches will be replaced with cheese sandwiches on the lunch menus and items containing nut products will not be served. Cafeteria seating in every building will be organized to minimize potential nut allergen contact. Teachers will be notified of students with severe food allergies. This will enable teachers to control the types of snacks provided in their classrooms. Parents are encouraged to choose an alternative form of protein or snack to send to school with their children that does not contain peanuts or other nut products. Some suggested protein alternatives include SunButter<sup>®</sup> Sunflower Seed Spread, SoyNut<sup>®</sup> Butter, hard-boiled eggs, or yogurt.

## **Freedom of Information**

The Freedom of Information Act (FOIA) of Illinois makes all school records open to public inspection and copying except where:

1. other statutes expressly forbid public access (such as certain information about individual students) or
2. a requested record falls under one of the exemptions provided by the FOIA.

## **Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student based on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students who believe they are victims of harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator (Superintendent Keith Oates, 586-4995), Building Principal, Assistant Building Principal, or a Complaint Manager (Mark Cabutti, 586-4583 or Laura Cresap, 586-5961).

For further information, see Board Policy 7:20 (Harassment of Students Prohibited) and Policy 7:180 (Preventing Bullying, Intimidation, and Harassment).

## **Head Lice**

Children may be sent home if live lice are present. Treatment of hair and removal of nits should take place before returning to school. Upon returning to school, parents must bring the student to the office for a check before they can return to their classroom.

## **Insurance**

CUSD #3 does not offer student insurance but does provide information about insurance coverage from Guarantee Trust Life Insurance Company at registration. Questions about coverage should be directed to the insurance company rather than to the schools.

Markel Insurance Company  
P.O. Box 2009  
Glen Allen, Virginia 23058-2009  
1-800-431-1270, [www.markelinsurance.com](http://www.markelinsurance.com)

Junior high and high school students involved in intramural or interscholastic sports, including cheerleading, are required to either purchase the current school accident insurance or provide proof of personal coverage. A Parent Permission & Insurance Verification Form for Athletes must be completed by all athletes. The form is available on the District website or in the Jr. High and High School offices.

## **Lunch Programs**

CUSD #3 school lunches are planned to meet one-third of the nutritionally recommended

requirements for children and teens. Hot lunches are available for children in grades 1-12. Lunches are sold on a weekly or daily basis and may be purchased online through the District web store (<http://mahomet.revtrak.net/tek9.asp>). Elementary students should purchase lunches on a weekly basis on the **first day of attendance each week**. Student lunches for students in grades 1-5 are \$1.85 per day or \$9.25 per week. Student lunches for students in grades 6-12 are \$2.10 per day or \$10.50 per week. The milk price without lunch is \$.40 per carton.

Applications for students to receive a free or reduced price lunch are available at registration, in the school offices, and online at the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)) under On-Line School Forms. Families must apply **every** year and meet the income guidelines set up by the federal government.

## **Medical Protocol Guidelines**

All students with diagnosed medical conditions that might require intervention while at school must have a medical protocol on file with the student's building and with the school nurse.

Parents or guardians of those students must meet with the school nurse, the building principal, and any other staff deemed necessary by the principal prior to the student beginning school. A medical protocol will be established to meet individual student's needs based upon information provided by the parents/guardians. Physician documentation of the condition and any necessary treatments may be required.

Staff will initiate treatment of the student's condition as per the medical protocol. If the protocol includes parameters, such as high or low blood sugar values for diabetic students, staff must be able to maintain or return the student's values to within the set parameters in one hour or less. If protocol led intervention does not correct the situation within one hour, the parent/guardian will be alerted to come and pick the student up from school until the parameters are regained.

If staff are unable to reach the parent/guardian by phone, or if the parent/guardian is unavailable to pick the student up from school immediately, emergency procedures will be initiated, beginning with a 911 call to have the student transported to the hospital.

## **Medical - Student Illness Guidelines**

Parents will be notified if their student becomes ill at school. When in doubt about your student's health, please keep the student at home. Students should not be sent to school if any of these symptoms are present:

- Fever above 100.5
- Sore throat with fever or swollen glands
- Consistent coughing with pain or fever
- Vomiting/nausea
- Diarrhea

Children may return to school after 24 hours on antibiotic for a diagnosed contagious illness or 24 hours after fever, vomiting or diarrhea subside. Precautions in these areas are meant to protect your child and others.

Health problems such as diabetes, epileptic seizures, allergies, breathing difficulties, etc., must be reported to the District nurse and the teacher when the child is enrolled in school in accordance with the Medical Protocol Guidelines found above.

## **Medication Policy (Board Policy 7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the

medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication Administration Procedures are found in the building handbooks.

### **Non-custodial Parent Rights**

District policy and state law provide for informing non-custodial parents of the progress of their children in school unless a court order exists preventing such action. A copy of any court order prohibiting contact with children or access to information about them should be filed with the building principal.

### **Parent/Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held twice every school year: once in the fall and once in the spring. The purpose of these conferences is for the classroom teacher to review student progress with parents and/or guardians of every student in the school. Parents also have an opportunity to share their concerns regarding their child's performance in school.

### **Parental Involvement Opportunities**

The Mahomet-Seymour Schools believe that parental involvement is critical to the successful education of every child. Therefore, numerous opportunities for parental involvement are the hallmark of the Mahomet-Seymour Schools. Listed below are just some of the organizations, committees, and groups that parents may join. For additional information on any of these groups contact any school or district administrator.

1. School Academic Advisory Committees
2. District Curriculum Focus Groups
3. Citizens Advisory Committee
4. High School Music Boosters
5. High School Athletic Boosters
6. Elementary P.T.O. (Grades Pre-K through 5th)
7. Secondary P.T.O. (Grades 6<sup>th</sup> through 12<sup>th</sup>)
8. Mahomet-Seymour Schools Foundation

## **Pesticide Application Registry Notice**

Mahomet-Seymour CUSD #3 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The District has established a registry of people who wish to be notified by phone at least two business days before unscheduled pesticide applications at the schools.

To be included in this registry, please sign up for the **Pesticide Application Registry listserv** on the District website at: <http://www.ms.k12.il.us/page/e-news-subscribe>

## **Physicals, Dental & Eye Exams, and Immunizations**

All students entering pre-school, kindergarten, sixth, and ninth grades, and all students new to the district must have physicals and proof of immunizations for diphtheria, tetanus, mumps, measles (rubella), German measles, and Hepatitis B. Pre-school and kindergarten children must also have the chicken pox vaccine or proof of disease prior to entering school. The examination must be completed within one year prior to entry into the above grades.

Effective January 1, 2008, children enrolling in kindergarten and any student enrolling in a public or private school for the first time are required to have an eye examination. The exam must be conducted by an optometrist or ophthalmologist and must include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctors are necessary.

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Health. Dental exam forms are available in the school offices or on the District website. *If the completed form is not on file with the school by May 15<sup>th</sup>, the school can withhold the student's year-end report card.*

Students entering the Mahomet-Seymour District for the first time will have 30 days from the date of enrollment to provide proof of the required examination and immunization. If the previous school does not send the physical and immunizations with the records, it is the responsibility of the parents or guardians to obtain these documents.

Physical, eye, and dental forms are available in the school offices, at the Middletown Administrative Center (101 N. Division), or online at the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)).

## **Privacy Act**

Under the Privacy Act, if the parent does not wish his/her child's name on the school directory list for possible distribution, he/she needs to notify the child's principal in writing, preferably within the first 14 days of school attendance.

## **Progress Reports**

In an effort to provide parents with up-to-date information regarding the academic progress of their student, progress reports will be distributed as follows:

High School:	Midquarter Reports (4) and Quarter Reports (4)
Jr. High:	Midquarter Reports (4) and Quarter Reports (4)
Lincoln Trail:	Midquarter Reports (4) and Quarter Reports (4)
Sangamon Elementary:	Quarterly Reports (4)
MECC:	Semester Reports (2)

## **Restrictions on Publications & Written or Electronic Material**

Students are prohibited from accessing and/or distributing at school or any school related activities any written or electronic material, including material from the internet that (1) is obscene, pornographic, lewd or vulgar; (2) has the purpose of harassing or bullying another student or staff member; (3) otherwise causes substantial disruption at school or school sponsored activities.

A student engages in gross disobedience and misconduct and may be disciplined for creating, distributing or accessing written or electronic materials, including but not limited to Facebook pages or any other social networking sites or internet blogs, which cause substantial disruption to school operations or interferes with the rights of other students or staff members.

For further information, see Board Policy 7:310 (Restrictions on Publications and Written or Electronic Material) and Board Policy 7:190 (Student Discipline).

## **Rights of Homeless Students**

The school district shall provide an educational environment treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered “*homeless*” if he or she is presently living:

- In a shelter or sharing housing with relatives or others due to lack of housing;
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing;
- At a train or bus station, park, in a car, or in an abandoned building;
- Temporarily housed while awaiting DCFS foster care placement.

### **All homeless students have rights to:**

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
  - The school he/she attended when permanently housed (school of origin)
  - The school in which he/she was last enrolled (school of origin)
  - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school or origin has a right to transportation to go to and from school or origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

## **Sex Offender Registration Act**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the **Sex Offender Registration Act** and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the **Illinois Sex Offender Registry** is: <http://www.isp.state.il.us/sor/>. Click on “I Agree” at the bottom of the page to

access the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>

## **Sexual Harassment Policy**

The Board of Education and Mahomet-Seymour Administrators believe that students have a right to be free from harm perpetuated by antisocial acts while attending school. To that end, the District has approved a sexual harassment policy as related to students. For the complete Board Policy regarding harassment of students, see Policy 7:20 of the Board Policy Manual on the District website ([www.ms.k12.il.us](http://www.ms.k12.il.us)).

Students should report unwelcome activities of a sexual nature directed toward them to a building administrator or to a Complaint Manager. The two Complaint Managers are:

1. Laura Cresap, Asst. Superintendent, 586-5961
2. Mark Cabutti, Sangamon Principal, 586-4583

## **Special Education**

The Mahomet-Seymour Unit 3 Schools offer a comprehensive Special Education program for children between the ages of 3 and 21. Unit 3 strives to provide the least restrictive special education environment in order for children to develop to their maximum potential. Parents are an integral part of the placement and on-going educational planning for children receiving special education services.

## **Special Education - Behavioral Interventions for Students with Disabilities**

Teachers and administrators should use behavioral interventions to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A policy outlining behavioral interventions for students with disabilities is available from the principal of each school as well as the Director of Special Education.

## **Special Education - Parent Rights**

P.L. 94-142 and the State of Illinois Rules and Regulations to Govern the Administration and Operation of Special Education provide that every handicapped child in the United States has a free, appropriate public education. In order to meet this goal, these documents specify that as a parent you have the right:

1. To allow or deny permission for your child to be individually evaluated.
2. To have your child evaluated within sixty days of referral.
3. To fair evaluation procedures for your child.
4. To an independent evaluation if you feel the school's evaluation was inadequate or unfair.
5. To allow or deny permission for your child to be placed in a special education program.
6. to an individualized education program for your child, describing what he/she can do, and what goals he/she will aim for during the school year.
7. to participate in the development of your child's individualized education program.
8. To allow or deny permission to have your child's individualized education program changed.
9. To have a translator at all meetings you attend to discuss your child's program if you are deaf, or if your native language is not English.
10. To a due process hearing before an impartial hearing officer to resolve major disagreements you may have with your school about your child's program.
11. To bring an advocate, or friend, and/or legal advisor to meetings at which your child's individualized education program will be written and to due process hearings.
12. To view and receive copies of your child's school records and evaluation

- results, and to prohibit unauthorized persons from access to these records.
13. To request removal of inaccurate or misleading information from your child's records, and/or to include your own statement in your child's records.
  14. To have your handicapped child educated with non-handicapped children to the maximum extent appropriate.

## **Special Education - Section 504**

The district has an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Section 504 of the Rehabilitation Act of 1973. Individual students and/or a parent or guardian on behalf of the student should take any complaints to the individual in charge of the level where the alleged violation occurred. If relief is not received at that level, a formal complaint should be addressed to the Director of Special Education.

## **Student Discipline**

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

For further information, see Board Policy 7:190, *Student Discipline*.

**Disciplinary consequences may apply when:**

1. On, or within sight of, school grounds before, during or after school hours and at any other time when a school group is using the school;
2. Off school grounds at a school activity, function or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be interpreted to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.
5. The student's conduct is reasonably related to and negatively impacts some legitimate school interest.

**Corrective/Disciplinary Measures**

Corrective/disciplinary measures may include:

1. Reprimand.
2. Personal counseling.
3. Withholding of privileges (Social Probation).
4. Seizure of contraband.
5. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Expulsion from school and all school-sponsored events for a definite period of time not to exceed 2 complete school years, provided that the appropriate procedures are followed.
8. Notification of juvenile authorities whenever the conduct involves illegal activity and/or drugs (controlled substances), look-alikes, alcohol or weapons.
9. Notification of parent(s)/guardian(s) which may include Parent/Teacher or Parent/Administrator conference(s).
10. Removal from the classroom.
11. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or a designee shall ensure that the student is properly supervised.
12. Detention or Saturday Supervised Study, provided that the student's parent(s)/guardian(s) have been notified. The detaining teacher, the Building Principal or a designee must supervise the student.
13. Restitution.

**ACTS OF MISCONDUCT**

**ACTS OF MISCONDUCT - LEVEL I**

1. Misconduct in or around a school vehicle.
2. Classroom disturbances.
3. Dishonesty.
4. Littering - careless discarding of rubbish or other items.
5. Loitering - standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
6. Misrepresentation.
7. Tardiness.
8. Truancy.
9. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

**ACTS OF MISCONDUCT - LEVEL II**

1. Especially serious, unmodified, multiple or repeated Levels I Acts of Misconduct.  
Especially serious, unmodified, multiple or repeated violations of Level I Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Disrespect/Insubordination - Open or persistent defiance of authority and/or school rules and regulations. Included are: verbal abuse, use of obscenities or recognizable derogatory gestures.
3. Failure to abide by corrective action for misconduct.
4. Failure to follow directions of school personnel.
5. Forgery or the use of forged notes or passes.
6. Gambling.
7. Refusal to identify self.
8. Stealing or theft (minor) - Covers small inexpensive items, i.e., books, pencils, etc. The unauthorized taking of larger, more expensive items would cause the infraction to fall under level IV of this policy.
9. Using, possessing, distributing, purchasing or selling tobacco materials or paraphernalia.
10. Verbal Abuse: Name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures.

### **ACTS OF MISCONDUCT - LEVEL III**

1. Especially serious, unmodified, multiple or repeated Levels I or II Acts of Misconduct.  
Especially serious, unmodified, multiple or repeated violations of Levels I, II, or III Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Threats to others - A threat to apply force or threat to do physical injury to another student or to school personnel.
3. Trespassing on school property - this applies to one or more of the following acts:
  - a. Entering upon or in property without justification or without implied or actual permission.
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering or after being told to leave.
  - c. Entering an area of the school building that is restricted in use and so posted.
4. Vandalism - Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture or fixtures.
5. Other acts of misconduct which seriously are disruptive and/or which create a safety hazard to students, staff and/or school property may be considered Level III.
6. Violation of the constitutional rights of another person.
7. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
8. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
13. Causing or attempting to cause damage to school property or another person=s personal property.

### **ACTS OF MISCONDUCT - LEVEL IV**

1. Especially serious, unmodified, multiple or repeated Level I, II or III Acts of Misconduct.
2. Bomb Threats - The conveyance of threats or false information regarding bombs or the placement of any device, which could reasonably cause harm to self or others.
3. Extortion - The use of force or negative consequences or the threatened use of force or negative consequences to obtain another person's money, property or with the intent to compel someone to do something he or she would not otherwise do.
4. Fighting, assault, battery.
5. Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia other than as prescribed by a physician licensed to practice medicine in all its branches for the use intended by the physician and as used consistent with the prescribed use by the person for whom the drug was prescribed. Students who are under the influence, or who are suspected to be under the influence, are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
6. Possession or sale of stolen property.
7. Setting false fire alarms.
8. Stealing or theft- taking the property of others with or without the threat of violence. (Refers to items of greater value than those described in stealing under Level II)
9. Acts of Violence against school personnel or others.
10. Possession of weapons and/or use of weapons or other objects to produce bodily harm.
11. Setting Fires.
12. Using, possessing, distributing, purchasing or selling alcoholic beverages. (Students who are under the influence, or who are suspected to be under the influence, are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.)
13. Using, possessing, distributing, purchasing or selling explosives, firearms, knives or any other object is used as a weapon or the use of which as a weapon is threatened.

## **SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

### **LEVEL I**

Reprimand  
Detention  
Parent Call  
Parent/Teacher Conference  
Parent/Administrator Conference

### **LEVEL II**

Detention  
Parent/Administrator Conference  
Social Probation  
In-School Suspension  
Saturday Supervised Study  
Suspension

### **LEVEL III**

Social Probation  
In School-Suspension  
Restitution  
Saturday Supervised Study  
Suspension  
Expulsion

### **LEVEL IV**

Suspension  
Expulsion

Corporal punishment shall not be used. Certificated personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property.

A student who uses, possesses, distributes, purchases or sells an explosive, firearm, knife or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than 2 school years. The School

Board, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Before any punishment is imposed in any disciplinary setting, the student shall be given the opportunity to deny or explain his or her conduct.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal and/or Dean of Students are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 consecutive days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

### **Student Records**

In compliance with state and federal law, the District shall maintain two sets of student records. These shall be a permanent record, which includes basic identifying transcripts, attendance records, accident/health reports, and information pertaining to release of this record. Additionally, the permanent record may include honors/awards, and activities/athletics. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

The District shall also maintain a temporary record which may include family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, expulsion notices, teacher anecdotal records, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date. Temporary records are reviewed at least every four (4) years or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the District. The District, however, may maintain indefinitely anonymous information for authorized research and planning.

### **Student Records – Access To**

The parents/guardians of a student under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records. A student shall have the right to inspect and copy his/her school student permanent and temporary records. When the student reaches eighteen (18) years of age, or graduates from high school, or marries, or enters military service, all rights and privileges accorded to a parent under the Illinois School Student Records Act shall become exclusively those of the student. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the

District. In cases of divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the parent/s guardians, a designee of the parents/guardians, or an eligible student of the District, a qualified professional may be present to assist in the interpretation of the student's records.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within seven (7) days of the District's receipt of such a request. All requests shall be handled per the stipulation outlined in the *Illinois Freedom of Information Act*.

Access shall not be granted to the parents/guardians or the student to confidential letters and statements of recommendation concerning admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award which has been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended.

The parents/guardians or students shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto.

The District shall grant access to information included in student records under the following guidelines:

1. The District or any employee of the District shall not release, disclose, or grant access to information found in **any** student record except under the conditions set forth in the *Illinois School Student Records Act (ISSRA)* and the Illinois State Board of Education (ISBE) Regulations.
2. The release of records to parents and students for inspection and copying shall be in accordance with District policy and with the ISSRA and ISBE Regulations. The District may charge the actual cost, as stipulated in the *Illinois Freedom of Information Act*, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.
3. The District shall grant access to, release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a **current**, demonstrable, educational, or administrative need is shown. No employee or official is allowed to make copies of these records unless a specific need for such copies is shown.
4. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or parent/guardian can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and the Board of Education approves of the research design and purpose.
5. The District shall grant access to or release information from a student's records pursuant to a valid Court order.
6. The District shall grant access to or release information from any student record to persons authorized or required to gain access to such records under federal or state statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parents/guardians or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for release.
8. The District may release student records to the Superintendent or his/her designee of other schools in which the student has enrolled or intends to enroll upon written request from such official.

9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt, written notice to the parents/guardians or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the records as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include, in addition to the foregoing, a statement of the terms of the court order.
10. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or his/her designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents/guardians or eligible student as soon as possible of the information released.
11. The District may release "directory" information regarding any student unless the parents/guardians or eligible student requests in writing that any or all such information not be released. Directory information shall be released to United States military recruiters and college/university recruiters. Directory information shall not be made available to for-profit institutions.
12. A record of all release of information from student records shall be kept as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent/s guardians or eligible student and the Superintendent or designee.
13. The District shall provide a written statement of the confidentiality requirements of Illinois and federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except parents/guardians or students).

## **Substance Abuse**

The Board of Education believes substance abuse to be a community health problem that is preventable through appropriate health, disciplinary, education, and counseling interaction. Any Mahomet-Seymour School District student suspected of violating this substance abuse policy will be referred to the appropriate administrator within his/her school for evaluation and action.

Mahomet-Seymour Schools are not, nor ever should be, a sanctuary from the laws of the federal, state, or local government. Therefore, consistent with existing laws governing the sale or delivery, possession, or use of alcohol, drugs, drug paraphernalia, "look-alikes," or marijuana, any student found to be in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action.

## **Technology – Acceptable Use Of**

The Mahomet-Seymour School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The intent of this policy is to support education in C.U.S.D. #3 by providing access to technology and the opportunity to access resources from around the world. Expanding technologies that take students beyond our four walls provide tremendous new opportunities for enhancing, extending, and rethinking the learning process.

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the school or Mahomet-Seymour School District control the content of the information available on these other systems. Some of the

information available is controversial and, sometimes, offensive. C.U.S.D. #3 does not condone the use of such materials. District employees, students, and parents of students must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the Board of Education.

Users are responsible for their behavior and any materials, which they view, download, and/or produce. All users must conduct themselves as responsible individuals and socially responsible citizens. Users need to consider the source of any information they obtain through technology and how valid it may be.

It is the general policy that computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and its guidelines will result in the revocation of the user's access privilege. The individual who logs onto a computer is responsible for all activities in that account. Therefore, users should not share passwords and should change passwords frequently.

The School District reserves the right to log computer use and to monitor fileserver space utilization by users while respecting the privacy of the user accounts. In the case where misuse is suspected, the District reserves the right to examine the user's questionable files and materials. No technology is guaranteed to be error-free and totally dependable. The District cannot be held liable for any information that may be lost, damaged, or unavailable due to technical, or other, difficulties. The District cannot be held accountable for information that is retrieved through technology.

The use of technology is both a right and a privilege that carries with it responsibilities. The technology user is expected to abide by district policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. Guidelines for the use of technology described in this following policy are not all-inclusive. A user who commits an act of misconduct, which is not specified, may also be subject to disciplinary action. Disciplinary actions are consistent with district and school policies governing behavior. Illegal activities involving technology may also result in referral to law enforcement authorities.

#### **Technology users will:**

- Use appropriate language.
- Avoid offensive or inflammatory speech.
- Adhere to rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "shareware" or "public domain").
- Not reveal their personal address or phone number, or those of other users.
- Note that e-mail is not guaranteed to be private. People who operate the system do have authorized access to mail; others may have access.
- Use technology only for legal activities.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonation, anonymity, or unauthorized sharing of security measures.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the right of others to use equipment and therefore not tie up the equipment with non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment, and programs.
- Handle computers, systems, or networks properly.

#### **Student Internet Access:**

Your student may be allowed access to the Internet. You may request your student be removed from Internet access at any time. If you do not wish your student to have Internet access, please notify the school office.

### **Title 1 – Parents’ Right To Know**

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT-TO-KNOW, every parent of a student in a Title 1 school has the right and may request information regarding the professional qualifications of your child’s classroom teacher including, at a minimum, the following:

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

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

### **Transportation – Bus**

Bus transportation is provided at no cost for students living 1.5 miles or more from their designated school. All students will abide by the following rules of conduct while on Unit 3 buses. Failure to do so may result in a suspension of bus privileges.

The driver of the bus is in complete charge of students and shall be accorded the same respect as a teacher.

- Students will enter and exit the bus in an orderly manner.
- Students will remain seated at all times while the bus is in motion.
- Students are expected to be ready, both at home and at school, for the bus.
- Loud talking, whistling, shouting, or boisterous conduct will not be permitted on buses.
- All talking shall cease while approaching and crossing railroad tracks.
- No eating or drinking will be permitted inside the bus.
- Windows will not be lowered below the line, and nothing shall be extended out of the window.
- Animals will not be transported under any circumstances.
- Parents are not permitted to board buses at the bus stops unless requested to do so by the bus driver.

### **Video Taping/Photographing of Students**

From time to time, students and classrooms may be video taped for school district use. If you do not want your student video taped or photographed, please notify your student’s building principal.

### **Visitors**

Visitors must register in the school office before entering the classrooms. For further information, see Board Policy 8:30 (Visitors to and Conduct on School Property).

### **Volunteers**

Volunteers play an integral role in the education process at Unit 3. Volunteers do everything from tutoring children in reading to checking out books in the library to planning dances and special programs. If you would like to volunteer in the schools, talk with the building principal or contact the PTO building representative.

## **Weather – Related School Closings**

When weather conditions are threatening due to winter storms, heat, etc., please tune into local radio and TV stations for updated information on Unit 3 bus transportation, early dismissals, and school closings. Since weather conditions may change once students are in school, parents are advised to continually monitor the media. Any decision Unit 3 makes will be based on the safety of the students. Parents, who wish to do so, may come to school to check their child(ren) out in the main office and take them home.

**Closing of All Schools.** When winter weather conditions are extremely severe, Unit 3 will announce the closings of all schools by 7:00 a.m. on radio, TV, and utilizing the District's Emergency Notification System. The following are a few of the stations which will be notified in the case of the closing of all school or an emergency early dismissal: WDWS 1400 AM, WIXY 100.3 FM, WLRW 94.5 FM, WCIA CH 3, WICD CH 15, or WAND CH 17.

**Limited Bus Services.** On days when severe winter weather conditions primarily affect the rural roads, Unit 3 **will** hold school; however, buses will operate only for students living in the subdivisions designated for limited bus service on heavy snow days. Those subdivisions are Seymour (village only), Candlewood Estates, Lake of the Woods Apts., Westbrook Estates, Timberview Area, Lakeview, Lake of the Woods Road, Parkhills, Twin Oaks, Trail Side, Meadow Lake, Sunny Acres, Riverside, Woodfield, Wildwood Estates, Briarcliff, Rolling Hills, Sandy Ridge, Oak Creek, Charter Oaks, Riverview, Ridge Creek, Fox Run, Country Ridge, Timber Ridge, Windwood, Willow Brook, Conway Farms, Deer Hollow, Cobble Creek, and Lake at River Bend. Students who are affected by the reduced bus service will be given an excused absence. Parents who choose to bring their children in from the rural areas will be responsible for picking them up after school.

**Early Dismissal of All Students.** Unit 3 generally does not utilize early dismissal of all students due to weather conditions. However, if the situation should occur, either due to heat or winter storms, every effort will be made to provide at least one hour's notice using the District's Emergency Notification System and announcements on TV and radio. ***Please do not call the Transportation Department, District Offices, or individual school buildings unless it is an emergency.***

**Parents and children should discuss what to do ahead of time in case of an emergency such as this.** (Example: Children should have access to their homes if the parents will not be there, or should know to go to a neighbor's house.)