

# *Taft School District 90*



## *2011-2012 PARENT-STUDENT HANDBOOK AND DISCIPLINE CODE*

*Taft School District 90  
1605 S. WASHINGTON STREET  
LOCKPORT, IL 60441  
(815) 838-0408*

## MISSION STATEMENT

The Mission of Taft School District 90 is to build a solid foundation within each student, in the areas of reading, writing, speaking, computing, and creative thinking, while striving to develop their intellectual, emotional, social, physical, and creative potential.

## VIKING VERSE

**Treat others the way you want them to treat you.**

## 2011-12 SCHOOL-WIDE THEME

**Let's be S.T.A.R.S.!**

**Students at Taft who Achieve, Respect, and Succeed**

## WELCOME

Welcome to Taft School. We ask that you review this handbook, discuss it with your child, and then use it as a reference. This handbook is a summary of the school's rules and expectations; it is not a comprehensive statement of school procedures. Please contact us if you need additional information or wish further explanation concerning any part of the school program. We hope that this handbook will promote understanding and communication between your home and the school. We wish your child a happy and successful school year.

## General School Information

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

Mrs. Gina Krawczyk, President  
Mrs. Marcia Hopper, Vice President  
Mrs. Sheri Skowron, Secretary  
Mr. William Drew, Member  
Mrs. Christine Jelinek, Member  
Mr. Robert Wengel, Member

The School Board has hired the following administrators to operate the school:

Mr. David Rogowski, Superintendent  
Dr. Kim Sekulich, Principal

The school is located and may be contacted at:

Taft School  
1605 S. Washington Street  
Lockport, IL 60441  
Phone: (815) 838-0408  
Fax: (815) 838-5046  
[www.taft90.org](http://www.taft90.org)

## **TABLE OF CONTENTS**

	<b>PAGE NO.</b>
1. Accommodating Individuals with Disabilities	5
2. Admission to Taft School	5
3. Animals on School Property	6
4. Arriving & Leaving School	6
5. Attendance	6
6. Attire	7
7. Board of Education	7
8. Care of Students with Diabetes	7
9. Cell Phones	8
10. Co-Curricular Activities	8
11. Communicable Diseases	8
12. Corporal Punishment	9
13. Drug Use Policy	9
14. Early & Emergency School Closing Procedure	9
15. Eligibility for Extracurricular Activities	9
16. Equal Opportunity and Sex Equity	10
17. Fees, Fines, and Charges; Waiver of Student Fees	10
18. Field Trips	10
19. Gang & Gang Activities	11
20. Grading Procedures	11
21. Homework Policy	11
22. Honor Roll & Academic Excellence	13
23. Human Growth & Family Life Curriculum	13
24. Immunization, Health, Eye, and Dental Examination	13
25. Insurance	14
26. Internet Acceptable Use	14
27. Leaving Building	16
28. Lockers	16
29. Lost & Found	16
30. Medication At School	16
31. Parent Groups	16
32. Physical Education	17
33. Prohibited Articles	17
34. Publications/Websites	17
35. Report Cards	18
36. Safety Drill Procedures and Conduct	18
37. School Dances	18
38. School Lunch Program	18
39. Search and Seizure	18
40. Sex Offender and Violent Offender Registry	19
41. Sex Offender Notification Law	19
42. Spectators for Games	19
43. Student Records	19
44. Student Suspension and/or Expulsion	21
45. Students with Food Allergies	21
46. Subject Area Awards	21
47. Support Services	21
48. Surveys by Third Parties	22
49. Taft Loyalty Song	23
50. Telephones	23
51. Traffic Safety	23
52. Transfer or Withdrawal	23
53. Supervision of Students	23

54.	Valedictorian & Salutatorian	24
55.	Vision and Hearing Screenings	24
56.	Visitors	24
57.	Volunteers	24

<b>DISCIPLINE CODE</b>		<b>PAGE NO.</b>
1.	Philosophy of Student Discipline	25
2.	Attendance	25
3.	Auditorium Rules	25
4.	Building Rules	25
5.	Classroom Rules	26
6.	Detention	26
7.	Discipline	26
8.	Drugs, Tobacco, Alcohol	31
9.	Eligibility for Co-Curricular & Extracurricular Activities	32
10.	Gang & Gang Activities	33
11.	Physical Education Policies	33
12.	Playground Rules	33
13.	Prohibited Articles	34
14.	School Lunch Program	34
15.	Traffic Safety	35
16.	Truancy	35
	APPENDIX A (Illinois Freedom of Information Act)	36
	APPENDIX B (Title IX and Title I)	38

**TAFT SCHOOL DISTRICT 90**  
**GENERAL INFORMATION**

**1. ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

**2. ADMISSION TO TAFT SCHOOL**

**Resident Student**

Any child residing within the boundaries of Taft School District 90 shall be eligible to attend Taft School, providing he or she:

1. Is living with his/her natural parents; or
2. Is living with a legal guardian (i.e., adopted, court order, foster home, bona fide social agency placement);
3. Provides proof of residency. Proof of residency includes one (1) of the following: A current Real Estate Tax Bill or signed and dated Lease or Contract; utility bill showing address; insurance card showing address; and/or bank statement showing address. If you are not a homeowner or renter, or are new to the District, you must provide three (3) current bills or official documents for Proof of Residency. These may include current bank statements, insurance papers, telephone, car payment, employment checks. These forms must be current and indicate your name and address.

An original birth certificate, a completed physical form, and a complete immunization record must be presented upon entering Taft School.

Children must be five (5) by September 1<sup>st</sup> to enter kindergarten.

Transfer students must present evidence of grade placement. The school will request that complete records be sent from the former school.

If applicable, a copy of the child custody court papers will be needed.

School fees are to be paid on registration day or on the day of enrollment for transfer students. Students may not participate in any activity until registration fees and/or activity fees have been paid. An Installment Agreement will be completed if fees are not paid in full.

**Non-Resident Student**

Non-resident students may be permitted to attend Taft School District 90 with School Board approval and upon payment of tuition as set by the School Board.

Tuition will be paid in an amount not exceeding 110 percent of the per capita cost for the preceding school year. The first payment shall be paid at the beginning of the first semester and the remaining shall be paid at the beginning of the second semester. The first payment will, in addition, include total yearly consumable material fees and activity fees, if applicable for that grade. Non-remittance of any payment may cause immediate transfer back to the child's home district.

Students whose legal address is outside Taft School District 90's boundaries may petition the School Board through the Superintendent's office for admission as a tuition student.

The School Board, upon recommendation of the Superintendent, may accept or reject said petition without stating reasons therefore.

No child may escape payment of tuition fees by taking up residence with another person in the District solely for the purpose of attending Taft School.

### 3. ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

### 4. ARRIVING AND LEAVING SCHOOL

Effective September 6, 2011, school hours are from 8:30 a.m. to 3:15 p.m. each day. Students are not to arrive at school earlier than 8:20 a.m. or remain on the school grounds later than 3:20 p.m. School doors will not open until 8:30 a.m. Supervision will not be provided for students who arrive before 8:20 a.m. or remain later than 3:20 p.m. When students are dismissed from school at the end of the school day, they are to leave the building immediately through the assigned doors. Students who participate in after school activities are to report to their supervising teacher.

Students are to use assigned doors when entering and leaving the building at the beginning of the school day, after lunch, and upon dismissal. Students are not to enter or leave the building through the main doors, unless they are tardy or leaving early with a parent.

**The 16<sup>th</sup> Street pick-up area will be the total length of the street from Hamilton Street to Washington Street.** Parents are asked to form a SINGLE LINE PARALLEL TO THE SIDEWALK FACING 16<sup>TH</sup> Street allowing kindergarten through 8<sup>th</sup> grade students to enter the cars from the sidewalk. **There will be no parking or standing on the North side of 16<sup>th</sup> Street. We believe that the pick-up pattern adds to the safety of our children.**

### 5. ATTENDANCE

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

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence. Here are examples: (1) If a period of absence exceeds 3 days, a doctor's note may be required for the absence to be excused. (2) If a child has more than 5 absences during a quarter, a doctor's note may be required for the absences to be excused. The administrator reserves the right to handle absences on a case-by-case basis.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. for full day and morning absences and before noon for afternoon absences, to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a staff member will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Prearranged Absence:** Absences (such as for the reasons stated above) may be prearranged by calling the school office and by contacting the homeroom teacher as soon as possible. Vacations (during the time in which school is in session) are discouraged.

**Dental/Doctor Appointments:** Appointments should be made so as not to conflict with the daily school program of the child. If this cannot be done, the child is asked to report to school. He or she will be released to a parent/guardian in time for the appointment.

**Tardiness:** Tardiness shall be defined as follows: (1) Arriving at school five minutes after the start of the morning or afternoon sessions; or (2) Arriving late for class during the school day. Tardiness is a violation of school rules and may result in disciplinary action. An excused tardy may be issued in the case of extenuating circumstances. Parental note or phone contact is necessary for excused tardies.

## **6. ATTIRE**

It is expected that attire be appropriate to wear while in school. Appropriate attire includes clothing, accessories, and hairstyles which are not disruptive to the educational program. Attire must be safe and therefore not be a hazard to the health or welfare of the student(s). Clothing must cover from shoulder to mid-thigh. Clothing that is considered too revealing is not allowed. No undergarments may be exposed. Tank tops, spaghetti-strapped tops, strapless tops, and halter tops are not allowed. Clothing or accessories displaying vulgar language, obscene gestures, advertising alcohol, containing drug references, or promoting violent behavior may not be worn in school. Clothing or accessories displaying gang colors, symbols, or signs is not allowed. Clothing (including jeans and shorts) may not have holes. Clothing made of spandex or similar material (biking shorts for example) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Hats or head coverings (except those worn for religious or medical reasons) may not be worn in the school. No temporary hair coloring will be allowed. Accessories, such as wallet chains, that could cause potential harm/injury to others will be prohibited.

Students who do not comply with the above guidelines will be given alternate clothing by the school (if available), asked to change into other clothing, or asked to call home to request that acceptable clothing be brought to school. Violations of the guidelines may result in disciplinary action.

## **7. BOARD OF EDUCATION**

The Taft Board of Education meets once a month to consider items of business relating to the proper functioning of the school. All regular meetings begin at 7:00 p.m. in the Music Room, unless otherwise stated by the Board.

Individuals, groups, or organizations desiring to be placed on the agenda of a regular school board meeting will make such a request to the District Superintendent ten (10) days prior to such scheduled meeting, stating who they are, whom they represent and the purpose of the request.

The Board President may impose a time limit or terminate the presentation at his/her discretion. Groups or organizations will be heard through one spokesperson. This does not restrict the Board President at his/her discretion from entertaining requests to be heard from the public in attendance.

The Board of Education allows the public to be heard at the beginning of its regular Board meetings with the following rules: (1) The public can only address the Board at the appropriate time as listed on the agenda and when recognized by the Board President. (2) The speaker must identify him or herself and be brief. This comment can be no longer than 5 minutes. (3) The Board President may shorten a person's opportunity to speak if the person has previously addressed the Board on the same subject within the past two months. (4) At no time can personnel matters be discussed during the "Comments from the Audience" portion of the meeting. It is suggested that these matters be discussed with the Superintendent. If needed, after discussion with the Superintendent, one can address the Board by submitting a request ten days prior to the Board Meeting.

The amount of the operating budget of Taft School District 90 is shown in the budget on file in the District Office.

## **8. CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the Building Principal.

## 9. CELL PHONES

Students possessing cell phones during the regular school day shall keep the cell phones off. Jr. High students shall keep their cell phones in their lockers. Elementary students shall keep their cell phones in their backpacks. Students may use their cell phones in an emergency with their teacher's permission. Students shall not use cell phones in any manner that disrupts the educational environment, including using the cell phones to signal others, to take pictures, to cheat, or otherwise violate student conduct rules. The school district and its employees are not responsible for lost or damaged cell phones.

## 10. CO-CURRICULAR ACTIVITIES

**STUDENT COUNCIL** – The general principle underlying the Student Council is to provide a democratic experience for 6<sup>th</sup>-8<sup>th</sup> grade students through participation in the management of their school affairs. Other purposes are:

- a. to provide training in citizenship;
- b. to allow students to participate in the management of extracurricular affairs;
- c. to promote proper student-faculty relationships;
- d. to promote the general welfare and to institute service organizations;
- e. to provide for student expression;
- f. to furnish a working model of government.

Two representatives and one alternate are selected from each room. Officers will be elected from eighth grade.

The following qualifications are kept in mind:

- **SPORTSMANSHIP** – One who recognizes abilities in others, does not boast when he/she wins, nor does he/she blame others when he/she loses
- **DEPENDABILITY AND RELIABILITY** – One who does not leave his/her friends in a lurch, who does not develop the habit of making excuses and who keeps his/her word at all times
- **OPEN-MINDEDNESS AND TOLERANCE** – One whose opinions are based on information; one who listens to others and respects their points of view and remembers that it takes all types of people to make a world
- **RESPONSIBILITY** – One who accepts responsibility as it comes to him/her and no matter how small the task will give it the best he/she has
- **GOOD CITIZENSHIP AND SERVICE** – One who supports the school activities, is enthusiastic about improving his school, and is a (law-abiding) citizen in and out of school

These qualifications are important because each representative must be passing in all subjects, must not have a mark against his/her conduct, must regularly attend meetings and be on time.

Student Council representatives bring to the council matters of concern from their homeroom groups and return to their group with the solution or plan for solving problems. The faculty, the superintendent, and various organizations bring to the council matters to be taken back to the homerooms.

**BAND** – It is the philosophy of Taft School District 90 to offer an Instrumental Program to its students. Students in grades 4 through 8 will be eligible to participate.

It is the Board of Education's intent that programs such as instrumental music be offered as a co-curricular activity consistent with our philosophy of offering a well-rounded, balanced program designed to develop educated, disciplined, and responsible citizens.

## 11. COMMUNICABLE DISEASES

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

1. Parents are required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school may provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **12. CORPORAL PUNISHMENT**

There shall be no corporal punishment of students in the District. Corporal punishment is defined as inflicting physical pain or restraint upon a child in order to punish him/her for misconduct, (e.g., slapping, paddling, maintaining student in physically painful positions, or intentional inflicting bodily harm).

## **13. DRUG USE POLICY**

Students shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs (illicit, over-the-counter), or alcohol. Students shall not possess "look-a-likes," paraphernalia, or electronic signaling devices (beepers).

The possession/inappropriate use of inhalants/aerosols/butane lighters, or other lighter fluids, is prohibited. The above materials will be confiscated and turned over to the police, if necessary. Students found to possess any quantities of alcohol/drugs will be referred to the police.

This policy is in effect on school buses, in school buildings, and on school grounds at any time. This policy extends to all school sponsored and related activities, as well as field trips, athletic and music trips, whether held before or after school, evenings, or weekends.

In the case of student overdose from drugs/alcohol, emergency medical procedures will be followed. Parents will be notified and local paramedics will also be called. Following the handling of the medical emergency, the policy statement for chemical abuse will be implemented.

## **14. EARLY AND EMERGENCY SCHOOL CLOSING PROCEDURE**

Parents will be contacted by school personnel that school is closing early.

The children whose parents cannot be contacted will stay at school or at a designated area until regular dismissal time under the supervision of appointed teachers and/or administrators.

Parents wishing to pick up their children earlier than the time specified are to report to the office for their release and sign them out.

Announcements of early school closing will be made over WJOL (1340 AM) and WLS (89.0).

Except for rare emergencies (i.e., extreme weather conditions), Taft School will not close during the regular school term, other than those legal holidays and teacher institutes as set forth in the official school calendar. **All emergency closings will be announced over Joliet's radio station WJOL (1340) on your AM radio dial.**

Parents may also find out about emergency closing information on the Emergency Closings Center website ([www.emergencyclosings.com](http://www.emergencyclosings.com)).

## **15. ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

On Friday morning (or the last day of the school week) a form with all student names from grades 4-8 will be distributed to the teachers who determined eligibility for their specific subject. The following paragraphs outline the steps taken for a child deemed ineligible in one or more subjects.

If a child is failing (F grade for that subject) in one or more subject areas, he/she is put on a warning list. The child's parent will be notified. A child on warning status can participate in after school and extracurricular activities. He/she has one week to improve the grade to a passing grade.

After one week on the warning list, if the grade average has not been improved to a passing grade (D or better) the child will become ineligible to participate in after school or extracurricular activities until a passing grade is received. The child's parent will be notified.

The administration will reserve the right to suspend a student from an activity or sport for disciplinary reasons.

#### **16. EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. David Rogowski or Dr. Kim Sekulich.

#### **17. FEES, FINES, and CHARGES; WAIVER OF STUDENT FEES**

Consumable material and activity fees are collected in the office before the school year begins. Arrangements for installment payments for consumable material fees may be made with the Superintendent. All books and consumable materials are the property of Taft School District 90. Textbooks must be returned at the end of the school year in satisfactory condition. Satisfactory condition means that the book is returned in the same condition as when it was issued. Students who lose books, do not return books, or return books in an unsatisfactory condition, will be assessed the replacement cost of the books.

Locks will be provided to students in grades 5-8. Lockers or combinations are not to be shared, unless directed by administration. Lost locks will be replaced at student's expense. Students may not bring their own locks to school – they will be asked to take them off the lockers and if student does not abide, the locks will be cut off by maintenance. In order to offset the cost of the extracurricular program, an activity fee will be charged. Students may not participate until activity fee and registration fees have been paid. Fees will be set by the Taft School Board.

In order to offset the cost of diplomas, a graduation fee will be charged. The fee will be set by the Taft School Board. The school establishes fees and charges to fund certain activities. A current fee schedule is available in the office. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals guidelines.

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

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

The superintendent's office will notify the parent/guardian within 30 days if the fee waiver requested has been denied, along with the appropriate appeal process. Questions regarding the fee waiver application process should be addressed to the superintendent's office.

#### **18. FIELD TRIPS**

The Taft School Board recognizes that field trips provide an effective and worthwhile learning experience for students, are integrated within the school's curriculum, and contribute to the District's educational goals. Parent's permission to

attend field trips must be obtained prior to students attending the field trip. A fee may be charged to students for field trips.

### **19. GANG AND GANG ACTIVITIES**

See the Discipline Code section of Student Handbook.

### **20. GRADING PROCEDURES**

The following is the grading scale:

#### **GRADING SCALE**

100-98.5	A+	85.49-83.50	C+
98.49-95.5	A	83.49-78.50	C
95.49-93.5	A-	78.49-75.5	C-
93.49-92.00	B+	75.49-74.50	D+
91.99-88.0	B	74.49-71.50	D
87.99-85.5	B-	71.49-69.5	D-
		69.49 OR <	F

Satisfactory	S	Work is Acceptable
Unsatisfactory	U	Work is Unacceptable
Passing	P	Passing

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **21. HOMEWORK POLICY**

The Board believes that homework can have positive effects on achievement and character development, and can also serve as a vital link between the school and family. Educators and parents share one common goal – to help all students in our school be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their school work together.

**I. DEFINITION (K-8)** -- Homework is a task which is initiated or prompted in the classroom and is worked on and/or completed during out-of-class time.

**II. BELIEFS (K-8)** – Homework assignments should be related to the course objectives, appropriate to the ability and grade level of students, well explained, and the directions clearly understood by students. Additional homework as a consequence is prohibited.

Homework CAN:

1. Extend the academic program and increase the amount of time that students are actively engaged in learning;
2. Be an effective means for increasing student responsibility, self-discipline and accountability;
3. Provide parents with insights into the school's curriculum and expectations for students;
4. Contribute to higher levels of student achievement.

#### **III. TYPES/PURPOSES (K-8)**

**Preparation:** Assignments are given prior to the classroom lesson. The purpose is to get students to think and formulate ideas before the lesson. Examples include reading, considering a question, gathering information, questioning others, observing the environment, studying for a test.

**Practice:** Assignments are given following a classroom lesson. The purpose is to practice, reinforce, and master material and/or skills. Examples include answering questions, solving math problems, playing a musical instrument, typing, and writing spelling words.

**Extension:** Assignments are given to cause the student to transfer a skill and/or concept to a new situation. Students are called upon to use higher level thinking skills. Examples include making a diorama, solving mathematical word problems, writing an essay.

**Creative:** Assignments are given which may be long-term in nature and require students to integrate many skills and concepts in the process of completing a project. Examples include research paper, science fair project, and multi-media presentation.

**IV. RESPONSIBILITIES (K-8)**

**A. Administrator**

1. Communicate the district's homework policies to parent, students, and teachers.
2. Provide support and clarification for concerns of teachers, parents and students within the homework policy guidelines.
3. Assure proper coordination of homework when students receive assignments from more than one teacher.
4. Keep professional expectations for teachers consistent with the demands of the homework policy.

**B. Teacher**

1. Assign homework consistent with the "Belief" Statement (II) and with the "Types/Purposes" (III).
2. State clearly and explain the homework assignments, due dates, and penalties for late or incomplete work.
3. Prepare students to complete the homework assignment.
4. Verify the completion of an assignment, review/assess/evaluate it, and provide feedback to the student within one to three days.
5. Provide assistance to students as needed.
6. Encourage proper study habits.

**C. Student**

1. Know exactly the homework assignments, due dates, and penalties for late or incomplete work.
2. Have the necessary materials to complete the homework assignment.
3. Complete and hand in the assignment on time. Return all teacher and school-owned materials.
4. Seek assistance from the teacher as needed.
5. Use proper study habits. This includes finding a good place and adequate time for completing homework assignments.

**D. Parent**

1. Establish a home environment that encourages learning and academic achievement.
2. Encourage proper study habits. This includes providing a regular place and time for completing homework assignments.
3. Offer assistance and support to students while developing their independence.
4. Monitor student progress and communicate with the teachers.

**V. FREQUENCY/AMOUNT (K-8)** – The following guidelines represent the average ranges of the amount of time an individual student spends on homework for all subjects. The actual amount may vary among individual students and classes. Nothing stated below precludes parents and/or students from expending more time on their own initiative.

**A. Elementary:**

1. **Kindergarten** – The teacher will communicate with parents regarding suggested activities to work on with their children at home.
2. **First Grade** – When homework is assigned, students should spend from 75 to 100 minutes per week. (Reading and/or being read to, reviewing weekly spelling words, and practicing math facts are typical activities.)
3. **Second Grade** – When homework is assigned, students should spend from 80 to 120 minutes per week. (Reading and/or being read to, reviewing spelling words, and practicing math facts are typical activities.)
4. **Third/Fourth Grade** – When homework is assigned, students should spend an average of 130 to 200 minutes per week.
5. **Fifth Grade through Eighth Grade** – Homework is both necessary and expected on a near regular basis. Students should spend approximately 200-400 minutes per week on homework.

**VI. LATE/INCOMPLETE HOMEWORK**

Homework assignments are expected to be completed and handed in on time. Any credit for late assignments will be at the teacher's discretion.

#### **VII. MAKE-UP ASSIGNMENT (K-8)**

District students shall be given the opportunity to make up schoolwork missed due to absences that are considered unavoidable. They shall have the same number of days as their absence plus one to complete their work for credit. Parents may call the school and request homework assignments after the second day during a student illness before 9:00 a.m.

In all cases, if homework has not been requested and received, students in grades 5-8 are responsible for obtaining the assignments upon their return to school. In the elementary grades, teachers will provide students with the assignments upon their return to school.

#### **22. HONOR ROLL AND ACADEMIC EXCELLENCE**

The following is the policy for placing a student (Grades 3 through 8) on the honor roll:

**HIGH HONOR ROLL:** All A's in all subjects, including P.E. and Music.

**HONOR ROLL:** A's and B's in all subjects, including P.E. and Music.

#### **23. HUMAN GROWTH & FAMILY LIFE CURRICULUM**

The transition from childhood to youth is complex. Children need to learn about such issues as the growth and development of the human body, inter-personal relationships, and sexual behavior. To achieve this goal, the School Board directs that included in the District's health curriculum shall be instruction on human growth and family life.

The human growth and family life instruction program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional and intellectual maturity level. Topic areas for the instruction programs shall include, but are not limited to: anatomy, biology, physiology, personal health habits, mental health and illness, sexual behavior, social responsibility aspects of family life and the dangers of illicit sexual relations.

A written notice shall be given to the students' parents/guardians at least two weeks prior to the beginning of the student's participation in a sex education unit. Parents/guardians shall be provided the opportunity to preview materials used as a part of the human growth and family life curriculum. Student shall be excused from taking or participating any sex education unit if their parents/guardians submit written objections to the school administrator. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.

Nothing in this section prohibits instruction in sanitation, hygiene, or traditional coursework in science.

#### **24. IMMUNIZATION, HEALTH, EYE, and DENTAL EXAMINATIONS**

##### **Required Health Examinations and Immunizations**

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the

health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All children entering 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. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Students who wish to participate in interscholastic sports must have a physical examination and statement from a physician that they are physically able to participate in sports. This statement should be on file in the school office at the beginning of the school year before sports season begins. The district will make every effort to have a doctor at school to give sports physicals. (A fee may be charged.)

## **25. INSURANCE**

Every parent is given the opportunity to purchase student accident insurance at the beginning of the school year. This insurance is optional. Parents of students who do not purchase the insurance must assume the responsibility of all medical expenses that occur as a result of accidental school injury. All students participating in sports must have some type of accident insurance – either through the school or home.

## **26. INTERNET ACCEPTABLE USE**

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;

7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

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

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted. Use of the electronic mail system constitutes consent to these regulations.

#### **27. LEAVING BUILDING**

Students are not allowed to leave the building or playground. If a student needs to leave the building before the end of the school day, a parent or guardian must sign him/her out in the office.

#### **28. LOCKERS**

Lockers are school property and school personnel have the authority to enter lockers. The school is not responsible for items missing from student lockers.

#### **29. LOST AND FOUND**

Articles of clothing, purses, glasses, jewelry and equipment that are found should be brought to the office. If a loss occurs, it should be reported by the student to the office immediately. Unclaimed articles, after a reasonable amount of time, will be donated to charity. We suggest that all students (K-8) have identification on all of their possessions.

Students are encouraged NOT to bring large sums of money or prized possessions to school.

#### **30. MEDICATION AT SCHOOL**

Medication required by a student shall generally not be administered at school by a District employee. This policy includes common and widely used preparations such as aspirin. Medications and over the counter drugs may not be brought to school unless the Medication Form is completed and signed by the parent and doctor, and returned to the school office. Medication must be in the original prescription bottle with the correct dosage. The school retains the discretion to reject a request for administering medication.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication

or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **31. PARENT GROUPS**

#### **BAND PARENTS**

**PURPOSE:** To develop and maintain an enthusiastic interest in the various phases of the instrumental music program of the Taft School District 90; to lend all possible support, both moral and financial, to the band activities approved by the members of the association; and to cooperate with those in charge of the instrumental music program and the Board of Education to the end that this program be brought to and kept at the highest degree of efficiency.

#### **PARENT TEACHER ASSOCIATION**

**PURPOSE:** To promote the welfare of children and youth in home, school, community; to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(s)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code.

#### **TAFT SPORTS ASSOCIATION**

**PURPOSE:** The Taft Sports Association Parent group is established for the purpose of planning and promoting fund raising activities in support of Taft School District 90's organized athletic programs.

A current list of officers for the above groups is on file in the District Office.

### **32. PHYSICAL EDUCATION**

Participation in P.E. will be required everyday unless a written excuse from parents or doctor is submitted. Prolonged lack of class participation because of health reasons will require a doctor's note to return.

Grading:

Letter grades will be given in P.E. class for students in grades 5-8.

Students will be evaluated on ability, cooperation, attitude, participation, and sportsmanship.

### **33. PROHIBITED ARTICLES**

See the Discipline Code section of the Student Handbook.

### **34. PUBLICATIONS/WEBSITES**

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material

from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

### **35. REPORT CARDS**

Report cards will be sent home at the end of each nine-week grading period. The report card envelope must be signed by a parent or guardian each term and returned by the student the following school day.

A mid-term progress report will be sent home to the parent of a student who is at risk of failing. Incomplete grades must be made up during the next marking period. Failure to do so will result in a grade of "F" being assigned.

### **36. SAFETY DRILL PROCEDURES AND CONDUCT**

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

### **37. SCHOOL DANCES**

School dances are for enrolled Taft Junior High students only (in grades 6-8). Student organizations should make arrangements for dances at least two weeks before the event. This includes receiving permission from the Superintendent and arranging for at least one or two faculty members to act as sponsors.

### **38. SCHOOL LUNCH PROGRAM**

Taft School offers a hot lunch program which meets or exceeds standards set by the National Free Lunch Program. Our school lunch program provides students with a nutritious, well-balanced meal. Menus and order forms will be provided to students to take home and preorder. Parents/students will review the menu, complete the order form, and return the order form with the money on or before the scheduled date. If a student does not order from the menu, it is the parent and/or student's responsibility to bring a cold lunch and drink on the days that no lunch was preordered and paid. A peanut butter/jelly lunch may be available to purchase if a student forgets his/her lunch. Milk is also available for purchase for those students who bring their own lunch.

Effective September 6, 2011, Grades 1 and 2 will have lunch first at 11:40 a.m., and then go to recess at 12:00 p.m. Grades 3 and 4 will have recess first at 11:40 a.m. and then eat lunch at 11:55 a.m. Grades 5-8 will have recess first at 12:23 p.m. and then eat lunch at 12:40 p.m.

Applications for the free and reduced lunch program are available in the District Office. (A new application must be completed each year or if income changes.)

Lunch/recess times: Grades 1-4 11:40 a.m. – 12:15 p.m. and Grades 5-8 12:23 p.m. – 12:58 p.m.

### **39. SEARCH AND SEIZURE**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or

the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

#### **Students**

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

#### **Seizure of Property**

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

#### **40. SEX OFFENDER AND VIOLENT OFFENDER REGISTRY**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://isp.state.il.us/cmvo/>.

#### **41. SEX OFFENDER NOTIFICATION LAW**

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

#### **42. SPECTATORS FOR GAMES**

Students attending extracurricular events after school are to remain in the gym until half time. Students are not to leave the building unless they are going home. Misbehavior or poor sportsmanship will be grounds for removal from the activity.

Students found conducting themselves in an unacceptable manner will be subject to disciplinary action. Spectators are not allowed to ride team buses.

#### **43. STUDENT RECORDS**

**STUDENT PERMANENT RECORD** – This record is kept in the District Office and is maintained for at least sixty (60) years after the student has transferred, graduated, or withdrawn from Taft School. This record includes:

1. Basic identifying information – student and parent names, addresses, student birth date and place, student's gender, and grade level achieved;

2. Grades and graduation date;
3. Attendance record;
4. Accident reports and health records;
5. Information pertaining to the release of permanent record information.

The permanent record may also include:

6. Honors and awards received;
7. Information about involvement in school-sponsored organizations or activities.

**STUDENT TEMPORARY RECORD** – While the student is in attendance, this record is kept in the school office. Once the student has left the school, the temporary record will be retained for a period of (5) five years.

The temporary record may include:

1. Family background;
2. Intelligence and aptitude scores;
3. Achievement test results and scores received on State tests;
4. Reports of psychological evaluations;
5. Honors and awards received;
6. Information about involvement in school-sponsored organizations or activities;
7. Disciplinary information;
8. Teacher anecdotal records;
9. Special education files;
10. Any verified reports or information from non-educational persons, organizations, or agencies;
11. Information pertaining to release of temporary record information;
12. Other information of clear relevance to the education of the student.

The temporary record must include information regarding serious disciplinary infractions (e.g., infractions involving drugs, weapons, or bodily harm) that resulted in a suspension, expulsion, or the imposition of punishment or sanction.

**RELEASE OF RECORDS** – School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released by the District Office:

1. To parents, student or representative designated in writing by the student or parents. A .25-cent fee shall be charged per page, .50 cent both sides, for copies.
2. To official representatives of a school to which the student is transferring on request of the student or parents.
3. To the local high school when the student graduates.
4. To any person, with the dated written consent of the student or parent designating the person to whom records may be released.
5. In response to a court order.

School student records are confidential and information from them will not be released other than as provided by law.

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

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

#### **44. STUDENT SUSPENSION AND/OR EXPULSION**

See the Discipline Code section governing student suspension and/or expulsion.

#### **45. STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 838-0408.

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

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

#### **46. SUBJECT AREA AWARDS**

In addition to the two top academic awards of Valedictorian and Salutatorian, Taft School also recognizes graduating eighth graders who have excelled academically. Awards are presented in the following subject areas: Math, Science, Language Arts, Social Studies, and Reading.

The Spelling Trophy is awarded to the winner of the Taft School Spelling Bee.

#### **47. SUPPORT SERVICES**

Taft School is fortunate to have a variety of support services.

**1. Education of Children With Disabilities** - It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities"

means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. The special education coordinator is also the coordinator of the Section 504 Plans.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal or special education coordinator.

**2. English Language Learners** – Instructional support is provided for students who are determined to be eligible to receive assistance as English Language Learners.

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

For questions related to this program or to express input into the school’s English Language Learners program, contact Dr. Kim Sekulich.

**3. Homebound Instruction** – Homebound instruction is provided for those children unable to attend school because of prolonged illness or other physical disability. Documentation must be provided by a physician.

**4. Psychologist** – The school psychologist works primarily with children as a diagnostician and psychological examiner. Additional services may include group and individual counseling with teachers, counseling with parents, and working with children who have learning or behavior problems.

**5. Response to Intervention (RTI)** – RTI is a part of a problem solving process that is used to provide instruction and interventions that are matched to students’ needs. The RTI process is used to improve student learning.

The RTI process is described with a three-tier model that utilizes increasingly more intensive interventions. On-going assessments are an important part of the tiers so that students’ progress can be monitored.

The data that are collected during the RTI process are used as part of the evaluation process for determining eligibility for special education services. Special education eligibility decisions usually occur within Tier III if students do not respond to the most intensive interventions, but may occur at any tier. Parents may request a special education evaluation at any time during the intervention process.

Parents play an important role throughout the RTI process. Parents provide insight into their children’s learning. They are involved in discussions about their children’s progress and support their children’s learning at home.

**6. Social Worker** – The school social worker provides services to students and parents in matters pertaining to social and emotional concerns using both individual and group counseling. The school social worker works closely with teachers to help them understand and meet the needs of these children.

**7. Speech Pathologist** – A speech pathologist works with student speech problems. Referrals may be made by the staff or parents by contacting the special education coordinator.

**8. Title I Program** – Taft School offers remedial reading support to students in grades 1-5 who are determined to be eligible to receive support through the federally funded Title I Program.

**9. Will County Health Department** – The Will County Health Department is available to assist the administration, staff, students, and parents with matters pertaining to state health requirements, student health needs and education.

#### **48. SURVEYS BY THIRD PARTIES**

If the school were to administer or distribute a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon his/her request and within a reasonable

time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

**49. TAFT LOYALTY SONG**

**TAFT LOYALTY SONG**  
**DEAR TAFT GRADE SCHOOL**  
**HATS OFF TO THEE**  
**TO OUR COLORS**  
**TRUE, WE WILL EVER BE**  
**STRONG AND FIRM, UNITED ARE WE**  
**V-I-C-T-O-R-Y!**  
**V-I-C-T-O-R-Y!**  
**VICTORY FOR TAFT GRADE SCHOOL!**

**50. TELEPHONES**

The Taft School number is (815) 838-0408. Administrators and teachers may be reached at this number. Requests for teacher return calls may be placed in the teacher's voicemail. The office phones are for school business only, except in case of emergencies as determined by the office.

**51. TRAFFIC SAFETY**

Traffic conditions at the hours of arrival and dismissal necessitate observation of rules for the pedestrians and bicycle riders.

Children who walk to and from school must stay on the sidewalk where possible.

The school hopes to maintain a happy relationship with our neighbors. We trust parents will join us to teach the students to respect lawns, cemetery, flowers, gardens, and shrubs when walking to and from school. We want to avoid litter also.

Parents who transport children to school are asked to observe the barricades.

**52. TRANSFER OR WITHDRAWAL**

When a student is transferring or withdrawing from Taft School District 90, the parent or guardian must come in person to the school office to sign a Release of Records form.

**53. SUPERVISION OF STUDENTS**

No student shall be in the building at any time unless supervised by school personnel. There will be no loitering the building before school, during lunch hour, or after school.

**54. VALEDICTORIAN AND SALUTATORIAN**

The quarterly grades earned during the eighth grade year in the following subjects: Language Arts, Reading, Math, Social Studies, Science, shall be the primary determination for the selection of Valedictorian and Salutatorian.

Letter grades earned carry the following number value: A-4, B-3, C-2, D-1 and F-0. Plus +: Add 1/10 of a Point  
Minus -: Subtract 1/10 of a Point.

**55. VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be provided for Taft students at the State-mandated grade levels, as determined by the Illinois Department of Public Health. Students in those mandated grade levels, special education students, and students to be tested related to teacher requests will be screened.

Vision screening is not a substitute for a complete vision exam by an eye doctor. Your child is not required to undergo this 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.

**56. VISITORS**

Parents are encouraged to have conferences with teachers and are requested to arrange these conferences by telephone before the visit.

All visitors are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No student visitors from other schools are allowed in the building during school hours.

**57. VOLUNTEERS**

All volunteers must sign in at the office for permission to enter the building. A criminal background check may be required for people who would like to volunteer.

## **DISCIPLINE CODE**

Conduct and offenses which are unacceptable at any time during school, including any school event or activity in which Taft School is a sponsor or participant, will be subject to the following rules. Students using transportation systems provided by the school are also subject to the following discipline guidelines. The following rules apply to all students and may cause need for disciplinary action in the event that they are violated. This applies to misconduct on school grounds, on a school bus, or at a school function. This may also apply to misconduct that occurs outside the school provided there is a direct relationship between the conduct and the school's educational function.

### **1. PHILOSOPHY OF STUDENT DISCIPLINE**

The potential for student learning is enhanced in an environment that is orderly and controlled. The Board of Education, in cooperation with students, staff, administration and parents has developed a set of rules aimed at providing an atmosphere in which learning can take place. The goals of these rules are to modify inappropriate student behavior and to help students internalize school expectations. To achieve these goals, supporting principles are necessary. Some of the supporting principles of this philosophy are enumerated below.

Students must be given the opportunity to become acquainted with the rules. They must, except in unusual circumstances, be given the opportunity to explain their side of an incident. Disciplinary action should be reasonably swift, fair, and consistent. Students who continually violate the rules should expect the penalties associated with such violations to become progressively more severe. Students who are actively attempting to learn should be free from unnecessary disruptions and distractions that impede learning. Teachers have the right and responsibility to do what is necessary to maintain order and to prevent injury or damage to property in the classroom including the right to use reasonable force to remove a disruptive student from the classroom.

The curriculum includes character education and bullying prevention at each grade level. Taft implements Character Counts which addresses six pillars of character (trustworthiness, respect, responsibility, fairness, caring, and citizenship). Taft implements the following bullying prevention/conflict resolution programs: Second Steps (grades K-2), Steps to Respect (grades 3-5), and Second Step (grades 6-8).

### **2. ATTENDANCE**

Regular attendance is required. Unexcused absenteeism or tardiness may result in disciplinary action.

### **3. AUDITORIUM RULES**

Walk in quietly.

1. Sit in assigned area and stay seated until dismissed.
2. Sit in seats correctly and keep your feet on the floor.
3. Listen and watch.
4. Use applause appropriately.

### **4. BUILDING RULES**

**Entering and leaving the building:**

1. Students should not arrive on the playground before 8:20 a.m.
2. Students will be allowed to enter the building at 8:20 a.m. on bad weather days. Students shall enter assigned hallways until the school day begins.
3. After school, all students should leave the building immediately unless under supervision.

Chewing gum and unauthorized eating of food is not permitted.

Rough and/or inappropriate behavior (including fighting, intimidation, threats, vulgarity, profanity, disrespect and defiance) is not permitted. Students shall not run, talk loudly, or yell in the hallways. They shall not push, shove, or hit others. Students shall not write on walls, desks, deface or destroy school property.

## **Lockers**

1. Student lockers must be kept clean.
2. Lockers must be locked when not in use.
3. No pictures, posters, or balloons may be posted outside of lockers.
4. Students may not exchange locks, lockers or combinations.
5. Lockers are the property of Taft School and may be accessed by school personnel at any time.
6. Defacing of school property or private property is forbidden.

## **5. CLASSROOM RULES**

1. Be on time for class/enter and leave classroom quietly.
2. Raise hand to be recognized.
3. Bring appropriate books and materials to class.
4. Have assignments completed.
5. Keep desk neat.
6. Listen carefully and follow directions.

## **6. DETENTION**

**Detention** – Detention is defined as a period of time when students may be detained before or after the normal school day or during free time.

NOTE: Teachers are to contact parents regarding students being detained before or after normal school day hours. In the event a student cannot remain in detention for a legitimate reason, other arrangements may be made to fulfill the student's required detention at another time.

Discipline and the preservation of order are essential for a successful school program. Permanent educational values that come from good discipline result in boys and girls who have the desire to follow rules and act appropriately.

Unacceptable behavior is detrimental to the positive educational atmosphere of the school. We have developed a detention system in an effort to change inappropriate behavior to meet acceptable standards.

A detention is, in most cases, a last resort. Teachers issue a detention only after other in-class methods of discipline have failed or an accumulation of demerits. For this reason, we ask your cooperation in enforcing the rules and stressing the severity of the detention with your child.

The following pattern will be in effect this year:

1. Teacher exhausts all methods of classroom discipline.
2. Detention issued. Copies of detention go to:
  - a. Parents/Guardians;
  - b. Principal/Superintendent;
  - c. Teacher.
3. A detention notice will be sent home with the child explaining the reasons for the detention. The form is to be signed by the parent and returned to the office the next day.
4. Child will serve the detention on assigned day. There will be at least 24 hours notice given to the parents prior to the detention. The student will then spend 45 minutes in detention under supervision.

## **7. DISCIPLINE**

The teacher has the right/responsibility to retain order (even if it comes to physical restraint) and that in the event of any disciplinary-related incidents, due process will be followed.

The administration and teachers specifically reserve the right, on a case by case basis, to deviate from the disciplinary actions set forth below, when in their sole discretion, it is necessary for the proper efficient operation of the school. Infractions may include (but are not limited to) those behaviors listed on pages 27-29.

The following guidelines are intended for use during school hours, intramurals, extracurricular activities (participant or observer) and/or any school-sponsored event.

### **Demerits**

Students may be issued demerits for:

1. Being out of their seat without permission;
2. Chewing gum;
3. In hall without a pass;
4. Not prepared for class;
5. Tardiness;
6. Not dressing for P.E.;
7. Wearing a hat in the building;
8. Littering;
9. Inappropriate behavior;
10. Yelling and running in hall;
11. Not following dress guidelines;
12. Throwing objects.

### **Detentions**

Students may be issued detentions for:

1. Defiance and disrespect;
2. Pushing and shoving;
3. Inappropriate physical contact (public display of affection);
4. Not telling the truth, cheating, or forgery;
5. Not completing consequences;
6. Abusive and inappropriate language;
7. Causing a disruption;
8. Receiving 3 demerits in a quarter;
9. Taking things that don't belong to them;
10. Improper use of technology;
11. Drawing graffiti;
12. Engaging in intimidation, harassment, teasing, taunting;

### **Suspensions (Internal or External) and Expulsion**

Suspension is defined as a temporary removal from school for a maximum of 10 days per suspension.

Expulsion is defined as removal of a student from school for gross disobedience or misconduct for a period of time ranging in excess of 10 days to a definite period of time not to exceed 2 school years.

Disciplinary action--suspension and/or expulsion--may be taken against any student guilty of gross disobedience or misconduct including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-a-like" 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.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or “look-a-like,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting”. 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.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing,

backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

**Additional infractions include**

18. Initiating a false alarm or a false report warning of a fire, or an impending bombing or other catastrophe;
19. Possessing, using, or transferring pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers which are exploded, burned, or produce a loud noise or lighting effect.
  
20. Possessing an explosive or look-a-like explosive device.

**Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Nondiscrimination Coordinator:**

**David A. Rogowski, Superintendent**

**Name**

**1605 S. Washington St.**

**Address**

**Lockport, IL 60441**

**(815) 838-0408**

**Telephone**

**Complaint Managers:**

**David A. Rogowski, Superintendent**

**Name**

**1605 S. Washington St.**

**Address**

**Lockport, IL 60441**

**(815) 838-0408**

**Telephone**

**Dr. Kim Sekulich, Principal**

**Name**

**1605 S. Washington St.**

**Address**

**Lockport, IL 60441**

**(815) 838-0408**

**Telephone**

**Disciplinary Action and/or Alternatives**

1. Parent/Guardian Contact:
  - a. Telephone Call
  - b. Parent Conference
  - c. School conference with appropriate staff.
2. Supportive services referral
3. Detention
4. Revocation of privileges
5. Student contract
6. Prohibition from attending school-related events and/or ceremonies
7. Repair damages/restitution
8. Community/school service
9. Internal Suspension
10. Parent tagging (discretionary)
11. External Suspension
12. Notification and involvement of the police department if the conduct involves
13. drugs, weapons, and/or alcohol
14. Expulsion
15. In matters of discipline, students will be afforded due process.

Students in Jr. High (5-8) the following progressive discipline procedure will be applied to each quarter:

- Step 1: Verbal warning (staff discretion)  
Step 2: Demerit issued  
Step 3: 1 detention – 45 minutes  
Step 4: 1 detention – 45 minutes  
Step 5: Half-day in school suspension  
Parent conference  
Possible revocation of privileges  
Step 6: One full day in-school suspension  
Parent conference  
Possible revocation of privileges

- Step 7: Two full days in-school suspension and/or two-four hours of community/school services (outside of academic day)  
 Parent conference  
 Possible revocation of privileges  
 Tagging as an option
- Step 8: One-day external suspension and/or two-four hours of community/school services (outside of academic day)  
 Parent conference (prior to student's return to classes)  
 Behavior plan may be developed and implemented.  
 Possible revocation of privileges
- Step 9: Two-day external suspension and/or three-six hours of community/school services (outside of academic day)  
 Parent conference at Taft (prior to student's return to classes)  
 Behavior plan may be developed and implemented.  
 Possible revocation of privileges
- Step 10: Three-day external suspension and/or three-six hours of community/school services (outside of academic day)  
 Parent conference at Taft (prior to student's return to classes)  
 Special education referral and/or functional behavioral analysis may be initiated.  
 Possible revocation of privileges
- Step 11: Four-day external suspension and/or three-six hours of community/school services (outside of academic day)  
 Parent conference at Taft (prior to student's return to classes)  
 Special education referral and/or functional behavioral analysis may be initiated.  
 Possible revocation of privileges
- Step 12: Five-day external suspension and/or three-six hours of community/school services (outside of academic day)  
 Parent conference at Taft (prior to student's return to classes)  
 Possible revocation of privileges  
 Special education referral and/or functional behavioral analysis may be initiated.
- Step 13: Possible recommendation for expulsion or alternative school

School service is defined as housekeeping chores or tasks assigned by teachers or administrators.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's special education rules when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **8. DRUGS, TOBACCO, ALCOHOL**

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sales and/or use of behavior affecting and/or look-a-like substances. These substances shall include, but not be limited to, marijuana, LSD, glue, alcohol, and barbiturates.

The possession, sales and/or use of drugs, look-a-like drugs, drug paraphernalia or alcohol are strictly forbidden. The right of inspection of students' lockers is inherent in the authority granted school boards and administrators.

**\*First-Time Offenders:**

1. The Superintendent or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference, to be held as soon as possible at a mutually agreeable date. If telephone contact cannot be made, written communication will be sent.
2. Student is suspended for 10 days.
3. The parent(s)/guardian(s) and student will be presented with an alternative-to suspension option. That option includes a chemical dependency assessment, through a school-approved facility, and follow-through with assessment recommendations. The school will provide the parent with a list of school-approved facilities, which have chemical dependency treatment licensing, from which they may choose. The assessment and other education/treatment costs will be the responsibility of the parent/guardian.
4. The suspension of the student who agrees to be evaluated and treated, if necessary, will be commuted to five days.
5. The chemical dependency facility must notify the school that the student has been evaluated, and the student/parent(s) intend to comply with the recommendations. If the school received such notification by phone within the first 5 days, the student may re-enter the school on the sixth day. It is assumed that written communication from the facility will be received within 10 days.

If the parent(s)/student does not agree to pursue the recommendations of the professional assessment, or fail to do so after making such a commitment, the recommendation for full 10 day suspension will be continued. Parents will be expected to sign a refusal statement, to be kept in the student's record.

**\*Second-Time Offenders:**

1. The Superintendent or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference, to be held as soon as possible at a mutually agreeable date. If telephone contact cannot be made, written communication will be sent.
2. The student will be suspended for a full 10 days.
3. The parent(s) of second-time offenders will be given a choice of expulsion or enrollment of their child in a district approved out-patient program for chemical dependency counseling. The assessment and other education/treatment costs will be the responsibility of the parent/guardian. If the parent agrees to pursue outpatient counseling, evidence of enrollment, successful participation, and final completion of such a program must be presented to the superintendent. Failure to do so will result in expulsion.

**\*Third-Time Offenders:**

1. Expulsion procedures will be initiated for a third violation of this policy.
  2. Students in possession of drugs with intent to deliver may be expelled for the first offense.
- The school will cooperate with the police department by making every effort to identify and report the source of supply, and be developing an in-service instruction program for staff members.

\*NOTE: Special arrangements and services may be provided for students identified as "special education." Discipline will be administered consistent with the student's IEP and according to State and Federal Law. It shall be the policy of the schools to take positive action through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sales and/or use of tobacco.

The possession, sales and/or use of tobacco are strictly forbidden.

The right of inspection of students' lockers is inherent in the authority granted school boards and administrators.

**9. ELIGIBILITY FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Students must be doing satisfactory work in the major academic subjects and have acceptable behavior in order to be eligible to participate in co-curricular and extracurricular activities such as: athletics, band, chorus, and cheerleading. Eligibility is determined on a weekly basis.

## **10. GANG AND GANG ACTIVITIES**

The Board believes and hereby finds that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board acts to prohibit the existence of gangs and gang activities as follows:

1. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of members of affiliation in any gang.
2. No male student, on or about school property or at any school activity, shall wear, use, or display an earring to demonstrate gang affiliation.
3. No student, on or about school property or at any school activity shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes), showing membership or affiliation in a gang,
4. No student, on or about school property or at any school activity shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gangs
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. committing any other illegal act or other violation of school district policies
  - d. inciting other students to act with physical violence upon any other person.

Confirmation of a student being in a public school fraternity, sorority, gang, cult, or secret society, displaying or possessing symbols or engaging in other activities will result in the following:

**1<sup>st</sup> Offense** – Minimum of five (5) days external suspension and Final Warning.

**2<sup>nd</sup> Offense** – External suspension pending recommendation for expulsion based upon investigation and notification of police.

Confirmation of a student soliciting for membership will result in immediate suspension for ten days, and the student will be recommended to the Board for expulsion.

## **11. PHYSICAL EDUCATION POLICIES**

### **Uniforms:**

1. All boys are required to have blue shorts, white socks, gym shoes, gold T-shirt and an athletic supporter.
2. All girls are required to have blue shorts, gold T-shirt, white socks, and gym shoes.
3. The above items will remain in the lockers Monday through Friday. On Friday, everything except gym shoes is to be taken home to be laundered.
4. Boys and girls must dress in the regulation gym suit for physical education in grades 5-8. Borrowing of P.E. clothing is forbidden.
5. Boys and girls should have their name in or on their gym clothes and shoes.

### **Participation:**

1. Class participation will be required unless a written excuse from parents or doctor is submitted.
2. Prolonged lack of class participation because of health reasons will require a doctor’s excuse and release.

### **Locker Rooms/Locks:**

1. Running, loud talk, or yelling is prohibited.
2. Fighting, rough play is prohibited.
3. Locker rooms shall be kept clean. All articles should be kept in the locker and the lockers locked.
4. Student must use the locks provided by the school. The locks are the property of Taft School. If the lock is lost, a replacement cost will be charged.

## **12. PLAYGROUND RULES**

### **General Rules:**

1. Children must stay in sight of the teacher on duty.

2. Children are not allowed on the grass areas, by the street, on steps, on fire escapes, by the bike racks, on the boiler ramp or in areas outside the fence.
3. School property should be respected at all times.
4. Eating and littering are forbidden on playground.
5. Rough games (such as wrestling or pushing; throwing sticks, rocks, snowballs) are forbidden. No body contact sports are allowed.
6. Fighting or rough play is not allowed.
7. Children are to play with children of their own age group.
8. Game balls may be checked out from individual homerooms, P.E. equipment is not to be used.
9. Children should not arrive on the playground before 8:20 a.m.
10. Once a student has entered the playground, he/she may not leave without permission.
11. Students shall enter building through assigned doors.
12. No baseball bats or hard balls are allowed.
13. Frisbees and other toys are prohibited.
14. No electronic game/toys of any kind are permitted.

**Use of Playground Equipment:**

1. The slide is for use of the K-2 students. Backward sliding and foot sliding are not allowed. Students must use the slide in a seated position. Rocks and snow are not to be thrown down the slide.
2. Swings are not to be wound up. Children using swings shall not swing sideways and only one child to a swing.
3. Monkey bars are limited to children who have the physical ability to use them.

**13. PROHIBITED ARTICLES**

**Prohibited Articles:**

1. Carrying or using weapons or articles and/or devices that are being carried of the suspected reason of causing injury to another; water guns, play guns, look-a-like weapons and/or real guns are not permitted.
2. Use or possession of explosive or inflammatory items (e.g., firecrackers, caps, matches, or lighters)
3. Students should not bring to school: electronics such as iPods, MP3 players, CD players, radios, tape recorders, cameras, video games; cards, dice, large sums of money, expensive jewelry, or shoes with wheels or skateboards. These items will be confiscated and returned as appropriate.

**14. SCHOOL LUNCH PROGRAM**

**Lunchroom Rules:**

1. Raise your hand if you need help.
2. Stay seated until dismissed.
3. Talk quietly.
4. Follow adults' directions.
5. When the whistle blows, stop talking.
6. Clean up your space.

Lunchroom privileges may be forfeited for continual violation of these rules.

Students are not allowed to share lunches. Students should finish eating before leaving the lunchroom. NO food or drink should be taken out of the lunchroom.

Students are to remain in the lunchroom until they are dismissed by the lunchroom supervisor. During inclement weather, students are to remain in the auditorium or lunchroom where supervision is provided for the remainder of the lunch period.

A student who stays for lunch shall not leave the school premises during the lunch period.

## **15. TRAFFIC SAFETY**

### **Bicycle Safety Rules:**

1. A bicycle rider must obey all traffic regulations required of motorists.
2. Ride with traffic, not against it.
3. Stop at all stop signs.
4. Always use hand signals before you turn or stop.
5. Ride straight along. Never use a zigzag course.
6. Ride in a single file close to curb.
7. Remember that a bicycle is built for one person at a time.
8. Never interfere with anyone riding another bicycle.
9. Leave parked bicycles alone.
10. Park bicycles in the bike racks provided and always lock them up.
11. It is recommended that children DO NOT ride bicycles to school until they are at least in THIRD GRADE.

## **16. TRUANCY**

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further the Board recognizes the following definitions:

1. Truant – a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
2. Valid Cause – A child may be absent from school because of illness, observance of a religious holiday, death in the immediately family, family emergency, situations beyond the control of the student, or such other circumstances which cause reasonable concern to the parent for the safety or healthy of the student.
3. Chronic or Habitual Truant – A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more for the previous 180 regular attendance days.
4. Truant Minor – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The following supportive services may be offered to a student who is experiencing an attendance problem: parent-teacher conference; counseling services by social workers; counseling services by psychologists; psychological testing; alternative educational programs; alternative school placement; community agency services.

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department and/or the truant office of the Will County Regional Office of Education. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information, as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

## APPENDIX A

### ILLINOIS FREEDOM OF INFORMATION ACT

#### **Taft School District 90**

#### **School District Rules and Regulations**

All requests for records will be delivered to the School District Administrative Office and submitted in writing to the Superintendent. Requests will be received between 8:00 a.m. and 3:30 p.m. on weekdays when the office is normally open.

The address for the Administrative Office is: 1605 South Washington Street, Lockport, Illinois 60441.

All requests will be processed within seven working days. The following list of responses to requests to examine records is available to the school district:

- A. Immediately grant the request whenever possible. For example, a request to examine the current district budget probably can be accommodated on the spot.
- B. Grant the request within seven working days.
- C. Delay granting the request for seven additional working days. A written response is required with this option.
- D. Deny the request. Again, a written response is required for this option.

Any requests for copies of records will be based upon actual cost for the school district. Currently, the cost is twenty-five (25) cents per copy, fifty (50) cents both sides. Section 11 of the Illinois Freedom of Information Act allows for judicial review of matters relative to this act.

All letters of denial will be maintained and indexed on a chronological basis.

## FREEDOM OF INFORMATION ACT

The Freedom of Information Act includes all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials regardless of physical form or characteristics. It includes, but is not limited to:

1. administrative manuals, procedural rules and instructions to staff, except those covered by a statutory exemption;
2. final opinions and orders made in the adjudication of cases, except adjudication of student or employee grievance or disciplinary cases;
3. substantive rules;
4. statements and interpretations of policy that have been adopted;
5. final planning policies, recommendations, and decisions;
6. factual reports, inspection reports, and studies;
7. all information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds;
8. the names, salaries, titles, and dates of employment of all employees and officers;
9. materials containing opinions concerning the rights of the state, the public, a subdivision of state or a local government, or of any private persons;
10. the name of every official and final records of voting in all proceedings of the school board;
11. applications for any contract, permit, grant, or agreement, except where covered by statutory exemption;
12. each report, document, study, or publication prepared by independent consultants or other independent contractors for the school board;
13. all other information required by law to be made available for public inspection or copying;
14. information relating to any grant or contract made by or between the school board and another public body or private organization.

5 ILCS 140/2(c)

## APPENDIX B

### TITLE IX

#### **Taft School District 90**

Title IX of the Education Amendments of 1962 states that:

“No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The Title IX Coordinator for District 90 is the Superintendent of Taft School District 90, 1605 South Washington Street, Lockport, Illinois, Telephone: (815)838-0408.

The following is the procedure for filing grievances under Title IX:

1. The grievance shall be in writing specifying the area(s) of concern and shall be filed with the grievance office.
2. The Superintendent will give a reply to the grievance within ten (10) days.
3. If the complaint is not satisfied with the Superintendent’s reply, he/she may bring the matter before the Board of Education at its regularly scheduled board meeting by following the established board policy for being placed on the agenda.
4. The Board of Education will hear the grievance and will deliberate and study the grievance. The decision of the Board will be rendered at the next regularly scheduled Board meeting.

### TITLE I

#### **Taft School District 90**

Complaints alleging violations of rights accorded parents and eligible students shall be referred to the Superintendent of District 90 to review, investigate, and resolve. Within twenty (20) days following receipt of the complaint, the Superintendent will notify the complainant for his/her opportunity to be represented to present evidence, and to question the parties involved in the complaint.

A final resolution to the complaint will be rendered within thirty (30) days of its receipt. Written notification of the final resolution will include notice of findings and the basis for such findings and the specific actions to be taken by the School district to correct any valid findings of noncompliance. The notification will also include notify of the right to appeal the district’s final resolution to the Compliance Review Unit for the Illinois School Board of Education (ISBE) within thirty (30) days of receipt of the written notice of findings.